

**Maine Commission for Community Service
Regular Meeting
Wednesday, January 17, 1996
Agenda**

*The MCCS mission is to foster community service and volunteerism
to meet human and environmental needs in the State of Maine.*

9:30 Convene & Agenda Revisions

9:35 Business Reports

- ☐ Minutes from December Commission Meeting
- ☐ State Planning Office -- current issues, relationship with Commission (Guest: Laurie LaChance)

10:15 Direct Services/Funded Programs

- ☐ Maine AmeriCorps programs: Status of MidWinter Training, Announcement of National Day of Service Date, Role Description for Commission Liaisons to Programs
- ☐ Status of Learn & Serve Programs -- K-12 school-based; community-based (feedback from state Bureau of Purchases on contracting, recommendation that grant committee be revived and designated as contact point for Project Bond)
- ☐ VISTA and Senior Corps -- call for papers for June gathering, poll of interested delegates
- ☐ Latest news on Corporation status

BREAK

11:00 State Capacity Building/Infrastructure

- ☐ Commission Enters Electronic Age -- up-date of Internet and bulletin board uses

11:15 Commission Operations & Activities: Staff & Commissioners

- ☐ Final Set of Nominees for Commission Membership -- recommendations to forward to the Governor
- ☐ Governmental Affairs Task Force -- plans for report to legislature and governor in January; draft of report (Duzen/Bean)
- ☐ Commission Retreat/Development -- results of polling and order of lunch topics

11:30 Executive Session

- ☐ Review of candidates for Director position and Senior Planner (Associate Director)

12:30 Agenda Items for Next Meeting -- anyone who is aware of an item which should have time at next meeting can note it now.

12:35 Adjourn for lunch

1:00 Lunch Learning: Commission Origins and Scope of Responsibilities

1:45 Task Force Meetings -- three can meet in the Pre-Release Center; fourth will convene in MCCS Director's Office

3:00 End day



Maine Commission for Community Service

**Meeting of January 17, 1996
Pre-Release Conference Center, Hallowell Annex**

ATTENDANCE

Members Present:

Margaret Bean
Perry Gates
Mark Hews
Bill Michaud
Al Millette
Kate Roberts
Edith Scott
Kathryn Tremper
Kaye Woolam

Members Excused:

Paul Chretien
Norman Duzen
Becky Hayes-Boober
Susan Jennings
Larry LaPierre
Bill Lowenstein
Mary Pelkey
Jay Skriletz

Members Absent:

John Jenkins
Greg Lavertu

MCCS Staff:

Maryalice Crofton
Anne Schink
Brenda McLaughlin

Guests:

Laurie Lachance
Ken Spalding

**Maine Commission for Community Service
Meeting of January 17, 1996
Pre-Release Conference Center, Hallowell Annex**

MINUTES

Draft Date	Recorded By	Date Accepted	Was Draft Revised?
January 26, 1996	Brenda McLaughlin		

Meeting Convened: 9:45 a.m.

Adjourned: 12:15

Time: 2.5 hours

The start of the meeting was delayed when Commissioners reported the traveling problems caused by the snow storm. A quorum was not established at this time; however, two more members were expected soon. Margaret Bean served as Chair Pro-Tem and called the meeting to order. The Executive Session to discuss applicants for the Director position will not take place. Both members of the Personnel Committee will not be present today and they are the only ones who have reviewed the applications.

Business Reports-The minutes were reviewed but the vote on acceptance put off until additional Commissioners arrived.

Laurie Lachance, State Economist with the State Planning Office (SPO), was introduced spoke to the group about current issues at SPO plus the relationship between SPO and the Commission. Laurie told members that she had come to work for State Planning two and a half years ago as the State Economist and Director of the Economics Division. With the virtual elimination of middle management in state government during the past year and restructuring of SPO, Laurie now oversees the Stewardship and Outreach Team which houses the Commission and Staff. She noted that there is a great deal of support for the Commission and its work. Both Laurie and SPO Director Evan Richert feel that the work is vital, especially in light of the present condition of the Maine economy. She explained that the State Planning Office crosses many boundaries of state government and that the location of the Commission at SPO is ideal. She explained the new "Team" approach at SPO. In part, it is a way of absorbing 30 new people without any new managers. The new employees are remnants of the Growth Management division of the Department of Economic and Community Development and former Maine Waste Management Agency.

Laurie discussed the Productivity Realization Task Force and the campaign to abolish SPO. She explained that, for now, SPO is intact but the Task Force wants this office to consider being a smaller "policy only" shop. This would require shedding activities that go beyond planning. Right now, the SPO Director's Team feels that the Commission fits well under the office role of interagency coordination. Maryalice noted that being housed at SPO allows for a fair and evenhanded treatment of the four priority areas (education, public safety, environment, and human needs). It, also, puts the Commission close to the Governor's Office which allows for open communication and support. She agrees that the Commission fits well under SPO's coordination functions. Anne Schink pointed out that other states across the country are envious of the Maine Commission and their placement in the Executive Department. Most commissions are located either in line-agencies or off on their own without such support. Maryalice noted that the in-kind support received by the Commission (space, access to

telecommunications, accounting functions, etc.) would cost much more somewhere else. In addition, the Commission has tremendous credibility as part of SPO.

Laurie informed Commission members that the future is uncertain and that SPO -- with all the programs it oversees -- will be under close scrutiny for the next few months. Commissioners may want to get in touch with the State and Local Government Committee and the Productivity Realization Task Force to discuss the Commission or SPO in general. Maryalice noted that the Commission would be sending their report to the Governor and Legislature by January 31, 1996 and that would help inform legislators about the Commission. Perry Gates asked if the Commission staff would go with the program if it were moved to another department. Laurie answered "Yes, there would be no job loss for the present staff". Margaret Bean thanked Laurie for meeting with the Commission.

At this time a quorum was established with 9 voting members present. **Moved by Al Millette** to "Accept the minutes as read." Second by Mark Hews. Approved: Unanimous

Direct Services/Funded Programs--Maryalice reported that the approval of PDAT and Administrative funds for the funding cycle which began last October has taken longer than the Corporation predicted. Even their critique of our state plan for work this year has not happened. The Commission offices in all states were able to avoid closing during the federal shutdown because the Corporation directed them to use training funds for operations (something normally prohibited) on a temporary basis. When federal employees returned to work, Commissions -- including Maine -- received interim funding for the period of the Continuing Resolution and were able to refill the training accounts. Furthermore, some progress was made on review of training plans and Maine's desire to hold a statewide event February 27-29 was specifically authorized. As a result, the Mid Winter Training Conference for national service participants did not have to be postponed. The planning committee is comprised of members. They will finalize the conference agenda during a conference call on 1/18. Information will be distributed to Commissioners in the February mailing.

Maryalice repeated the previous call for liaisons for each program. A Program Liaison Role Description was distributed for discussion and adopted. Margaret Bean commented that this is an excellent way to get to know programs and what they are doing. Anne said that knowing the programs makes you feel more connected to the work, and the programs more connected to the Commission. Mark Hews asked for clarification on the conflict of interest statement in the role description. Maryalice replied that the liaison acts on behalf of the Commission not as program lobbyist. Mark asked to be removed as liaison to the Consolidated Farm Service Agency since he is a USDA employee although, he is not a CFSA employee.

The following commissioners offered to be liaisons to unassigned programs:

Kate Roberts	Both Portland West programs --
Mark Hews	AmeriCorps Works for ME and Youthbuild
Edith Scott	College Conservation Corps of Maine
Perry Gates	KVCAP Youthbuild
	Consolidated Farm Service Agency

Kate asked if they were supposed to contact their program or wait to hear from them. Maryalice advised that Commissioners should initiate contact.

Maryalice reported that the National Day of Service will be April 23, 1996. Anne noted that the week of April 21st through 27th is National Volunteer week.

Maryalice reported that there is \$10,000-12,000 in AmeriCorps program funds held in "escrow" Maine to allocate. The situation developed when programs were asked to estimate carryover funding last summer. (Carryover money is figured to be part of the annual total operation funds for a site not "extra" which increases available funds in a grant year.) The state's AmeriCorps formula program, College Conservation Corps (CCCM), overestimated their carryover money and their award was reduced. In fact, all funds for the last grant year were expended in that year. The result is that CCCM does not have the full amount of grant money needed to do the work planned for this year. Before the Corporation will release the "escrow", it needs a letter from the Commission stating how the remaining Maine funds are to be used. The staff recommend the Commissioners direct the funds to CCCM to restore their grant to its full level.

Moved by Mark Hews to "Release the funds in escrow to the College Conservation Corps of Maine to fulfill their work plan and projects." Second by Al Millette. Approved: Unanimous

Regarding the status of Learn & Serve, Maryalice reported that Becky Hayes-Boober had to appear before the Appropriations Committee so would not be able to report. Maryalice did report the Bureau of Purchases had reviewed our plan to subgrant the new community-based funds to KIDS. About 95% of the proposal was approved. They did, however, have three issues that are of concern:

- 1. The Commission should determine what the L & S sites will be.**
- 2. The Commission should retain monitoring to make sure work is done.**
- 3. The Commission retain ownership of all records.**

Maryalice added that the proposal needs to go through committee since it is over \$100,000.00. The grant should be in place by mid-February.

Maryalice updated on the status of the Corporation with the Federal Budget being in limbo. News from the Coalition for National and Community Service (the private advocacy group for state commissions and programs) is that National Direct funding will be eliminated as part of the budget negotiations. There is discussion of merging the State Corporation offices (former ACTION offices) with State Commissions. There is little expectation of a budget solution; the best hope is for a continuing resolution. Meanwhile, reauthorization is moving forward. A "white paper" submitted by an ad-hoc

group of State Commission Directors reflects some of the thinking in Maine so we did not submit independent comments.

State Capacity Building -- The Commission now has a home page on the World Wide Web. Furthermore, community service and volunteer groups (including national service programs) can now communicate through the Commission's section on the Pine Tree State Bulletin Board Service. Our use of this BBS is no-cost thanks to the Department of Human Services (the owner) which is allowing other state agencies to use "excess space". Programs and groups will not incur major expense for the calls since it can be accessed with a 1-800 access number.

Last Nominees to Recommend for Commission -- Margaret Bean let other members know about four potential new commission members:

Major Everett Flannery - Kennebec County Sheriff Dept.
Sarah Campbell - Roundtable Center (a spin-off of the Council of Churches)
Catherine Lebowitz - former state legislator and RSVP Volunteer
Joann Peterson - former Exec. Dir. of Maine Women's Fund/and consultant

Mark Hews asked Maryalice if she had met these people. She only knows one of them, Major Flannery; the others were recruited by various means.

Moved by Mark Hews "To recommend to Governor King to nominate Everett Flannery, Sarah Campbell, Katherine Lebowitz, and Joann Peterson for membership on the Maine Commission for Community Service." Second by Perry Gates. Approved: Unanimous

Report to the Governor and Legislature. A rough draft of the report is being reviewed by the Government Relations Task Force. The only missing pieces are the transmittal letter from the Commission Chair and the timeline which is currently being updated. Margaret noted the importance of presenting the report to the State and Local Government Committee. Mark agreed noting "we need to give a clear sense of our strategy...here is what we have done, and here is where we are going."

Perry asked how much it costs the state to have the Commission. The fiscal note is for \$1,000.00 annually in state funds. Perry asked what the oversight Committee might be concerned about. The focus has been on what items in the state general fund budget can be cut. The Commission Administrative funds are in a specific federal grant. The in-kind help from State Planning is in areas which would not be effected with or without the commissions existence. As an example, the office space is in a state owned building which houses some Dept. of Marine Resource people and some SPO people. It would have to be heated and lit regardless of whether the Commission used its two rooms or not. There is other federal money which could help the Commission expand activities but the pace of this past year has precluded finding time to apply for it. The Governor's policy now is that efforts which are defunded at the federal level cannot be picked up by the state. Beyond operations, there is a great chance for some creative financial partnerships the Commission could enter to accomplish goals but we need time and a focused study of which ones we want to use as well as for which priorities.

Commissioner Orientation -- Kaye Woolam reported the survey of Commissioners turned up three topics members wanted to learn about. These are:

1. Commission role and purpose
2. An explanation of the funding of programs.
3. Where the Commission is going -- including the state plan.

The lunch session today will deal with Commission role and purpose. Kaye asked the members present which order they would like future presentations to take. The consensus was to review the direction (#3) in February then cover programs and funding streams in March.

Ken Spalding noted that Corporation consultants are available to explain to commission members their roles and responsibilities. Perry asked what do we need to do to get this orientation, Maryalice said that there is a standing invitation.

Motion by Margaret Bean to adjourn the meeting. Second by Mark Hews. In favor: Unanimous.

Lunch time Learning-Maryalice made a presentation on the Commission Origins and Scope of Responsibilities. Discussion followed.



**Maine Commission for Community Service
Regular Meeting
Wednesday, February 21, 1996
Agenda**



- 9:30 Convene & Agenda Revisions**
▶ Announcements and meeting changes for Task Forces
- 9:35 Business Reports**
▶ Status of nominees forwarded to Governor
▶ Minutes from January 1996 Commission Meeting
▶ Financial status of administration and grants
▶ Reauthorization "white paper"
- 9:50 Direct Services/Funded Programs**
▶ Maine AmeriCorps programs:
Governor's Press Conference
Reports/comments of Liaisons who've visited programs
MidWinter Training Conference -- Invitation to Q&A session with CNS field representative about Commission relationship to funded programs, Tuesday, 2/27
State AmeriCorps Program Application schedule
▶ Status of Learn & Serve Programs -- K-12 school and community-based
▶ VISTA and Senior Corps
▶ Latest news on Corporation status
- 10:30 BREAK**
- 10:45 State Capacity Building/Infrastructure**
▶ State Planning Office -- progress on agency-wide strategic planning goals
▶ Government Affairs Task Force -- feedback on report to legislature/governor
▶ Youth Empowerment Task Force -- progress report
▶ Program Oversight Task Force -- need members to begin work
- 11:00 Commission Operations: Activities of Staff & Commissioners**
▶ Commission Operating Procedures -- last call for comments on draft circulated in December. (No comments received to date.) Final draft to come to group in March.
▶ Orientation Session -- "Where is the Commission going? 1996 Priorities"
- 11:40 Agenda Items for Next Meeting** -- anyone who is aware of an item which should have time at next meeting can note it now.
- 11:45 Adjourn to Executive Session**
▶ Discussion of applicants for Director position
- 12:35 Reconvene Public Meeting and Adjourn for lunch**
- 1:30 Task Force Meetings -- Marketing ... Empowering Youth**

Maine Commission for Community Service

Meeting of February 21, 1996

Conference Room, State Planning Office, 184 State Street, Augusta

ATTENDANCE

Members Present:

Norman Duzen
Kate Roberts
Susan Jennings
Mark Hewes
Kathryn Tremper
Mary Pelkey
Al Millette
Edith Scott

Members Excused:

Paul Chretien
Margaret Bean
Bill Michaud
Jay Skriletz
Bill Lowenstein
Perry Gates
Kaye Woolam

Members Absent:

Greg Lavertu

MCCS Staff:

Maryalice Crofton
Anne Schink
Brenda McLaughlin
Brandy Cooper

Guests:

Ken Spalding
Richard Baird
Kathleen Leyden

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**Maine Commission for Community Service
Meeting of February 21, 1996
Conference Room, State Planning Office, 184 State Street, Augusta**

MINUTES

Draft Date	Recorded By	Date Accepted	Was Draft Revised?
3/11/96	Brenda McLaughlin		

Meeting Convened: 9:45 a.m.

Adjourned: 12:00

Time: 2.25

Business Reports:

The minutes of the January meeting were reviewed. Moved by Mark Hewes to "Accept the minutes as read." Second by Al Millette. Approved: Unanimous.

Maryalice reported on the Financial Status--she noted that the previously reported \$20,000.00 in interim money for administrative operations is actually \$23,000.00 and a letter is anticipated from the Corporation regarding this correction. She reported that under the PDAT grant there are a number of invoices that have not made it through the system yet, there is \$12,000.00 to \$13,000.00 held over. SPO has drawn down "this year only" funds and the reports will be corrected for next month to show the cumulative balance. Maryalice reported that a letter is on the way from the Corporation regarding the release of the CCCM money discussed at the last meeting. Maryalice noted that there is a more standardized form forth coming.

Maryalice handed out a document on the reauthorization process and the procedure for comments. She stressed the importance of feedback from both individuals and as a group. She noted that the comments are due to the Corporation in April for review in early summer. She distributed Part 1 and will offer Part 2 at the next commission meeting.

Direct Services/Funded Programs

Maryalice reported on the Press Conference held to announce the receipt of the Governor's Innovative Grant.

Kate Roberts reported that she had visited the AmeriCorps Works for ME site at Portland West. She remarked on the complexity of programs and how much information there is to absorb, saying it will be a long learning process.

Mark Hewes reported that he is meeting with Ken Spalding today to discuss the CCCM program and plan a site visit.

Edith Scott reported that she will be meeting with Youth Build next week, and that their program really isn't up and running yet.

Al Millette reported that he has not met with USDA yet, but will be getting in touch with them, he was introduced to Richard Baird, USDA Program Director, by Maryalice.

Norman Duzen reported that on Martin Luther King Day the Lubec Health Corps cleaned the public library in Lubec. It involved a tremendous amount of work on their part, removing all the books and cleaning the shelves and even the floors. Norm also reported that the Senior Companion program is expanding statewide through the Cooperative Extension who is donating more resources. Through this program helps low-income elderly remain in their homes by assigning volunteer visitors. It is in good condition and available in 10 of 16 counties.

Maryalice reported on the midwinter Training Conference to be held 2/27-2/29 at the Black Bear Inn in Orono. She noted that the Learn & Serve Programs would not be participating because they have had several of their own training programs and couldn't afford the time away from school. Maryalice reported that a representative of each program had served on the conference planning group, they were Karen Malley, USDA; Josh Bissett, VISTA; Maureen Hanley, Downeast Health Corps; Suan Blaisdell, AmeriCorps Works for ME; and Steve Niles, College Conservation Corps of Maine. She notified commissioners that there would be a Q & A session about the Federal/Commission relationship after dinner on the 27th. She noted that dinner would be at approximately 5:30 and that commissioners were welcome to come to dinner and the Q & A session. She remarked that the Feds are moving towards a federation approach instead of the current top-down method, and this would be a good chance to find out more about how the Corporation views things. Carlos Pedraza from the Corporation will be speaking to the group.

Maryalice reported on the State AmeriCorps Program Application schedule. As a result of changes a flat amount of \$316,000.00 will be available to Maine with no new competitive applicants. Maryalice noted the need for a peer review process for grantees that does not include commission staff or commission members. It is her opinion that if the process is solid the Corporation will not second guess the recommendations of the Commission. She noted that this is the last year for renewals and there have been some changes in the financial guidelines. The local match has increased from 25-33% and the cost per member needs to decrease by 10%, meaning programs cannot grow. A creative option for the commission would be to have an RFP for educational award only grant. The deadline for applications to the Corporation is May 1st, Maryalice suggested an April 1st deadline for state applications to the commission. She also suggested that the Program Oversight Task Force decide on the criteria for a peer review group that would be a diverse group with no conflict of interest. She noted that for the formula money a match of up to 33% was needed. The timeline for the application process is as follows:

Deadline for Peer Selection Process	March 20
Deadline for Application to Commission	April 1
Commission Approval of Application	April 17
Deadline for Application to Corporation	May 1

Beck Hayes-Boober was absent from the meeting and unable to provide a report on the Learn and Serve Programs. Maryalice reported that as of 2/20 the KIDS Consortium Contract is o.k. with the Bureau of Purchases and should be online by March 1st.

Mary Pelkey reported that the VISTA budget has been cut by 54% but the funding level is supposed to be brought up to 75% of 95 funds. She explained Cost-Share VISTA and announced that there are some VISTA's working with CCCM. A few years ago they had 40 VISTA volunteers. Now that number has dropped to 24, then 16, and will probably bottom out at 5 in the fall. They have taken a big hit. Senior Corps has had some small cuts, Senior Companion has not had any cuts, R.S.V.P. in Maine has had a 3% cut, the 2 Foster Grandparent Programs in Maine have received an 8% cut. The Corporation has taken some of the cuts administratively, 10 staff members at headquarters were let go and the "Cluster" level of the former action management was eliminated resulting in \$4 Million in savings and cuts.

Mary also reported that the continuing resolution will be running out soon. She expects funding at 70-75% of 95 levels and that we should hear something by March 5th.

Continuing the discussion on the application procedure Maryalice pointed out that the commission has the option of leaving the money for renewal of the CCCM and AWFm or changing the application procedure to allow more people to apply. She noted that the cost per member is limited to \$13,800.00. There is also the option of a part-time member program. The Peer Review Process was discussed. Mary Pelkey stressed that this needs to be in place, especially for next year so the commission is better prepared for new grants next year.

Moved by Mark Hewes to "Adopt the budget guidance presented and a peer review process be created by Program Oversight Task Force to follow the timeline presented. Second by Al Millette. Approved: Unanimous

State Capacity Building/Infrastructure

Maryalice reported that the State Planning Office strategic planning was moving along and that the commission was becoming a better fit to the four goals outlined.

Maryalice reported that the Report to the Governor and Legislature was delivered and there was no feedback as yet.

Maryalice reported that the Youth Empowerment Task Force is starting from scratch. She also reported that Anne Schink will be attending the Youth Service Alliance meeting in Boston on 2/22.

Norman asked for volunteers for the Program Oversight Task Force, in light of the work to be done by this group. Mary Pelkey volunteered to do it, but within her boundaries as a Corporation representative.

Commission Operations: Activities of Staff & Commissioners

Maryalice gave final call for comments on the Operating Procedures. Mark Hewes remarked that he would submit his a.s.a.p.

Orientation Session and 1996 Priorities were discussed. The three main priorities are the needs of the constituency, the needs of the existing programs and commission development. Maryalice stressed that we need to keep the potential in mind. Staff are getting a handle on rules and expectations. We need to work on short-term responsibilities and how to obtain more in-kind help on the local level. We need to know what the unmet needs of the state are and how to meet them. Mary Pelkey suggested polling statewide and noted that the Cooperative Extension may be able to help. Susan Jennings suggested that a needs assessment needs to include individuals and organizations. Maryalice stressed that we can't plan in a linear fashion any longer, survivors need to be ready to shift, absorb and integrate to the world around them. Continuous improvement is the name of the game.

Agenda Items for Next Meeting

Evaluation
Peer Review
Reauthorization

Adjourned to Executive Session

Discussion of applicants for Executive Director position



Maine Commission for Community Service
Regular Meeting
Wednesday, March 20, 1996
Agenda



- 9:30 Convene, Agenda Revisions, Announcements**
- ▶ Introduction of new Commissioners
 - ▶ Announcements and meeting changes for Task Forces
 - ▶ Jack Mara, Acting Chair, Maine Substance Abuse Services Commission
Thoughts from a peer on the role of chairman for a public body
- 10:30 Business Reports**
- ▶ Minutes from February 1996 Commission Meeting
 - ▶ Reauthorization "white paper" -- view #2 of focus group convened by Corporation for National Service
- 10:35 Break**
- 10:45 Direct Services/Funded Programs**
- ▶ Maine AmeriCorps programs:
Evaluation of MidWinter Training Conference; Draft Fundraising Plan developed by program directors; Reports/comments of Liaisons (anything new?); Request for Liaison for Blaine House Service Corps; Facilitated meeting between Program Directors and Commission staff re: roles; Next statewide events -- national day of service and request for wrap-up gathering.
 - ▶ Status of Learn & Serve Programs -- K-12 school and community-based
 - ▶ VISTA and Senior Corps
 - ▶ Latest news on Corporation status
- 11:45 State Capacity Building/Infrastructure**
- ▶ State Planning Office -- draft agency-wide strategic plan
 - ▶ Proposal to address marketing priorities in 1996 State Plan
 - ▶ Youth Empowerment Task Force -- progress report
 - ▶ Program Oversight Task Force -- Recommendations for peer reviewers; proposed process and timeline revisions.
 - ▶ Personnel Committee -- Progress on hiring permanent Director.
 - ▶ Commission Orientation Task Force -- Review of what is left; April session by Corporation staff person; assess what other information is needed.
- 12:00 Commission Operations: Activities of Staff & Commissioners**
- ▶ Commission Operating Procedures -- review of comments received; adoption.
 - ▶ Requests from Outside Organizations: Maine Volunteer Connection (donation for conference)
- 12:25 Agenda Items for Next Meeting** -- Known are MVC Presentation, Vote on Funding Recommendations for AmeriCorps programs; Orientation by federal representative. Anyone who is aware of another item, please note it now.
- 12:30 Adjourn** -- "Brown Bag" Orientation Session on Programs begins at 1pm.



Maine Commission for Community Service
Regular Meeting
Wednesday, April 17, 1996
Agenda



- 9:30** **Convene, Agenda Revisions, Announcements**
- ▶ Announcements and meeting changes for Task Forces
 - ▶ Recognition and thanks to commissioners and reviewers
 - ▶ Maine Volunteer Connection-Presentation by Anita Jones
- 10:15** **Business Reports**
- ▶ Minutes from March 1996 Commission Meeting
 - ▶ Motion to rescind staff instructions regarding certified mail
 - ▶ Presentation from Program Oversight Taskforce and vote on funding recommendations for AmeriCorps programs
- 10:45** Break
- 11:00** **Direct Services/Funded Programs**
- ▶ Maine AmeriCorps programs: Reports from program liaisons; National Day of Service Update
 - ▶ Status of Learn & Serve Programs -- Commissioners needed to volunteer for site visit evaluations.
 - ▶ VISTA and Senior Corps
 - ▶ Latest news on Corporation status
- 11:15** **State Capacity Building/Infrastructure**
- ▶ Youth Empowerment Task Force -- progress report
 - ▶ Personnel Committee -- Progress on hiring permanent Director.
 - ▶ Maine Development Foundation-collaboration
- 11:55** **Agenda Items for Next Meeting --**
- 12:00** **Adjourn for Lunch**
- 12:30** **“Brown Bag” Orientation Session by Corporation Representative, Carlos Pedraza and State Office Representative, Mary Pelkey**

Maine Commission for Community Service

Meeting of March 20, 1996

Conference Room, State Planning Office, 184 State Street, Augusta

ATTENDANCE

Members Present:

Mark Hews
Paul Chretien
Everett Flannery
Norman Duzen
Al Millette
Bill Michaud
Joanne Peterson
Edie Scott
Margaret Bean
Susan Jennings
Kathryn Tremper
Kaye Woolam
Larry Lapierre
Mary Pelkey

Members Excused:

Jay Skriletz
Kate Roberts
Catherine Lebowitz
Greg Lavertu
Perry Gates
Bill Lowenstein

MCCS Staff:

Maryalice Crofton
Anne Schink
Brenda McLaughlin

Guests:

Ken Spalding
Jack Mara, Interim Chair, Substance Abuse Services Commission

**Maine Commission for Community Service
Meeting of March 20, 1996
Conference Room, State Planning Office, 184 State Street, Augusta**

MINUTES

Draft Date	Recorded By	Date Accepted	Was Draft Revised?
3/29/96	Brenda McLaughlin		

Meeting Convened: 9:30 a.m. Adjourned: 12:30 Time: 3 hours

Paul Chretien called the meeting to order and asked for introductions from those present, many of whom were new commissioners that he had not met, introductions were made. Regarding task force meetings Maryalice noted that there were only two members of the Program Oversight Task force present and that the Youth Empowerment Task force was supposed to meet.

Paul introduced Jack Mara, Interim Chair of the Maine Substance Abuse Services Commission, the public body which advises the Maine Office of Substance Abuse. This commission is successor to another group and has been operating just six months longer than the Maine Commission for Community Service. It's size, responsibilities, and experiences are similar to MCCS plus the diversity of the field it responds to is as widely varying as that of MCCS. Mara became Interim Chair when the first chairman of the group resigned after a very strenuous launch year. He presently is assistant superintendent of SAD #11 in Gardiner. Other experience he finds relevant in leading his commission comes from prior work as a corporate wellness consultant. He added, in jest, that he thinks he was appointed because he originally testified against the legislation creating his commission because it did not adequately focus on youth or prevention.

Mara explained that his commission faced an immediate identity crisis when it was formed. The enabling legislation was intended by its sponsors, Rep. Gean and Sen. Bustin, to give the commission oversight of the department, OSA. That power was negated with the inclusion of legislators in the membership of the Commission. A difference between the OSA staff and Commission members early in the Commission history led to a request to the Attorney General which revealed the advisory nature of the Commission. As a result, the Commission may advise the Director of OSA and that staff but, if there is a serious difference about a course of action, the OSA staff -- and soon the Commissioner of Mental Health -- may act independently of the commissions' advice. The powers of commissions and how they operate are governed by the administrative procedures act, a Maine law. Mara noted that, in general, the OSA Director and Commissioners work in concert and divisiveness such as that which led to the AG ruling is not usual. The present crisis involves governmental restructuring. Although OSA staff have involved the commission in discussions, the decision to move OSA from an independent agency to a unit of the Dept. of Mental Health/Mental Retardation was made outside of both OSA and the commission. It has been frustrating for the commission to have such major changes made without being consulted.

The commission is a diverse group with a great expertise from all areas of substance abuse -- treatment, research, prevention, etc. The diversity is a strength and a weakness, especially when there are opposing agendas within the commission members. An added layer of problems comes with the fact the commission members include organizations funded by OSA. Sometimes makes it difficult to look at an issue from a commission perspective because what is good for one group may possibly hurt another group. The partisanship that emerges keeps the commission divided and unable to speak with one voice.

In the first months of existence, the commission had to be reactive instead of proactive in many areas because of issues being raised at the legislature, the federal level, and in the field. It was very wearing and disheartening for some members. There was a lot of turnover in membership during and after that first year. For this commission, there is the added learning that they are no match for well rehearsed lobbyists in their current state of development. His commission is trying to move to a proactive stance and find common ground that all the members can support for the good of the "big picture".

Jack noted that, as chair, he has taken the role of facilitator and seeks to keep members on track and focused on the mission -- a type of "mission control". Since there are strong differences in the field, it is important to identify the areas where there is common ground and have commissioners address those. He has done a lot of work in meetings around finding those issues so the commission can move to being proactive. He also noted that what is important to people who serve on these "volunteer" commissions is that they are making a difference, that their time is worth something by showing results. He suggested a way of getting the word out legislatively is to host a "legislative luncheon", a great way to earn respect through knowledge.

Regarding governance Jack noted that it took their commission over a year to develop and finalize operating procedures. He felt the time was appropriate. In his view, the mechanics of governance should never occupy more than 20-30% of the meeting time. "The gut level things bring people to meetings, not governance."

Business Reports:

The minutes of the February meeting were reviewed. Moved by Al Millette to "Accept the minutes as read." Second by Edith Scott. Approved: Unanimous.

Maryalice reported on Reauthorization. A task force developed by the Corporation is providing the second major source of input on changes for the legislation. She distributed the white paper from this group and noted it contains some points that differ from those advocated in the white paper by state commission executive directors that was distributed last month. It is expected that status quo will be in place if reauthorization doesn't occur in this Congress. The 1993 legislation which created the Corporation has an automatic one year extension which will activate in the absence of reauthorization vote. Mary Pelkey remarked that the Corporation is not going to push to have it looked at in an election year, there is a great risk of it being zeroed out if brought up.

Direct Services/Funded Programs

Norman reported that in his opinion the Mid-Winter training went very well. He was the only Commissioner to attend. It was well organized, there seemed to be full participation, and the attendees were a good group. Maryalice reported that since the training there has been an interest in a close-out event in June or July.

Edith Scott reported on her meeting with the KV-CAP Youthbuild*AmeriCorps program. There will be 24 participants rehabbing housing in Pittsfield. They will spend one week in school and one week in the field. They will each perform 900 hours of service and receive ½ stipend and ½ educational award. Youthbuild*AmeriCorps is a hybrid program which unites the HUD Youthbuild emphasis on job training and completion of high school with the service and higher ed access emphasis of AmeriCorps. These participants get more training than regular AmeriCorps members. Paul Chretien noted the importance of site visits and contact with programs by commissioners.

Maryalice reported that there had been some question about the Governor's Innovative Program using the name "Blaine House". She said that, after review by one of the attorney's in the governor's office, permission was given. It is unusual for an activity of this type to have such a permission which means there is an additional layer of responsibility. She noted that although there are two site locations they operate as one corps, and that the liaisons need to be united in their coverage of both sites and treat them as one unit. Paul Chretien agreed to oversee the Bangor site and Bill Michaud said he will consider overseeing the Lewiston site. (Note: After the meeting, B. Michaud agreed to serve as the second member of the liaison team.) Maryalice pointed out that it is important to the program that the one AmeriCorps crew not feel like two pieces because they are geographically separated.

Maryalice reported that on Monday, March 25, there will be a meeting held at the Bangor Marriot. The Corporation is sending a facilitator to discuss communication between the Commission/Staff/and Program Directors and there is a possibility that SPO staff will be involved since SPO oversees Commission staff. Paul Chretien, Norm Duzen and Mark Hews agreed to go.

Anne Schink reported that the National Day of Service is being held on Tuesday, April 23rd. The current plans will unite Maine national service programs in a clam seeding project dubbed "Seeding for Our Future". She noted that there will be a meeting of the steering committee March 21st in Belfast. Mary Pelkey remarked that next year for the NDS programs should get out of the conservation area and work to meet a human need.

Mary Pelkey reported that VISTA is being reduced by 54% down to 10 volunteers statewide. She also reported that the Senior programs are doing O.K. and that the Senate proposes to put Senior Corps under the Dept. for Aging. Norm Duzen noted that moving the Senior Corps which has the greatest voting power, out of the national service structure would make Learn & Serve and AmeriCorps even more vulnerable.

Paul Chretien reported on a letter from Corporation CEO Harris Wofford in which he noted that the Corporation will be looking more to the states to screen the applications, etc. The local match for AmeriCorps programs will go to 33% this year. It looks as if funding for the year we are in will be at \$400.5 million when the federal budget is finally settled. This is up from \$378 million previously mentioned. Harris has a commitment from the White House to stand behind the programs. Paul noted that we need to show communities what is being done by all national service and how much money is saved. Mary pointed out that AmeriCorps is under fire like VISTA was years ago. Maryalice pointed out that Learn & Serve is in the same zero-funding/restore dilemma that AmeriCorps is in.

State Capacity Building/Infrastructure

Maryalice reported that the State Planning Office's strategic plan includes an objective which the Commission can place a significant role in. By the year 2000, SPO aims to increase the number of people doing service in their communities from 41% to 60% by the year 2000. The baseline measure is drawn from the new study by the Maine Council on Economic Growth which included an assessment of how much volunteerism and community service now happens in the state.

Maryalice reminded the Commission of the marketing priorities discussed last meeting as part of this year's plan of work. Those served as the basis for a request for a proposal from the consultant who has done some limited work for the Commission (David Cheever). She distributed copies of his response which focuses on setting parameters for promotional work. This approach -- not including the details of how -- leaves the Commission staff latitude with the consultant to assess what activities will be most effective with each situation. The proposal intends to use National Day of Service as a prototype for demonstrating how to achieve wide recognition of both the national service programs and the Commission. Paul Chretien asked

Maryalice to send thanks from the Commission. Mary Pelkey asked that the comments on the Sr. Corps be corrected. Those programs have a publicity committee and Mr. Cheever may want to meet with them to plan coordinated efforts. Maryalice asked for comments by the end of the day.

Anne reported on her progress in the issue area, Empowering Youth to do Service. She passed out an update and noted that a youth intern would be working with the Youth Empowerment Task Force to create a statewide network. Anne asked for additional commissioners and any suggestions of community members that may want to be involved.

Mark Hews reported that the Program Oversight Task Force was working hard with staff to create a peer review team, but does not have the entire team set up yet. Moved by Mark Hews "That the Commission empower the Program Oversight Task Force to make final selection of peer reviewers after closer scrutiny of possibilities." Second by Edith Scott. Approved: Unanimous. Moved by Mark Hews "Amend the time line to have April 5th be the deadline for grant applications." Second by Bill Michaud. Approved: Unanimous.

Kathleen Leyden reported that in Executive Session at the last meeting it was decided to proceed with interviews of final candidates after complete review of resumes. SPO had narrowed the field down to four candidates. Personnel committee agreed to meet during lunch to go over resumes of the final four and discuss interview criteria.

Maryalice reported that Corporation representative Carlos Pedraza will be at the April meeting for the next segment of Commission training (federal/state relationship). If anyone has questions it would be helpful for him to have them prior to his arrival. She asked that people put their questions on the easel at the front of the room.

Commission Operations: Activities of Staff & Commissioners

Maryalice reviewed the comments submitted about operating procedures. As a result of those comments, Article 3, Item 5 was changed to read "and other eligible entities". Page 3, Article 5, Section 1, Annual meeting. was changed to read "election of officers in January". Moved by Margaret Bean to adopt as amended. Second: Larry LaPierre. Approved: Unanimous.

Maryalice presented a request from the Maine Volunteer Connection for a \$1000 grant to the Blaine House Conference on Volunteerism for scholarships to needy participants. The commissioners agreed to the donation as soon as funds are available. Paul asked a letter be sent to MVC President, Eunice Rescott.

On a related item, Paul Chretien reported that he and Maryalice met with the MVC Board of Directors last week. They made the first-ever presentation on the Commission to that group. The MVC Board asked to reciprocate and Paul offered them time on the April agenda. Mary Pelkey inquired if there would be time in light of the training by the Corporation. Paul felt there would be as the MVC presentation should only take about 30 minutes.

Mark Hews asked that the proposal for marketing be put on the agenda at the next meeting for broader discussion. So noted.

Agenda Items for Next Meeting: Maine Volunteer Connection Presentation, Marketing strategy, Corporation Representative, Formal vote on AmeriCorps renewal recommendations.

Meeting Adjourned.

Maine Commission for Community Service

Meeting of April 17, 1996

Conference Room, State Planning Office, 184 State Street, Augusta

ATTENDANCE

Members Present:

Mark Hews	Paul Chretien	Everett Flannery
Norman Duzen	Al Millette	Bill Michaud
Joanne Peterson	Edie Scott	Susan Jennings
Kathryn Tremper	Larry Lapierre	Mary Pelkey
Kate Roberts	Perry Gates	

Members Excused:

Jay Skriletz
Catherine Lebowitz
Greg Lavertu
Bill Lowenstein
Sarah Campbell

MCCS Staff:

Maryalice Crofton
Brenda McLaughlin

Guests:

Ken Spalding
Peter O'Donnell
Tom Kane
Lynda Simmons
Paula Wheeler
Anita Jones
Carlos Pedraza

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Maine Commission for Community Service

Meeting of April 17, 1996

Conference Room, State Planning Office, 184 State Street, Augusta

MINUTES

Draft Date	Recorded By	Date Accepted	Was Draft Revised?
4/23/96	Brenda McLaughlin		

Meeting Convened: 9:30 a.m. Adjourned: 12:00 Time: 2.5 hours

Paul Chretien called the meeting to order and asked those present to introduce themselves, especially the many visitors. Maryalice announced that Commission staff would move the week of April 22nd. They will be without offices for 7-10 days so contact will be difficult though not impossible. The phone number to reach staff from this time forward will be 287-3261 and the facs number will be 287-6489.

Paul Chretien, on behalf of the Commission, thanked the grant reviewers who had donated approximately sixteen hours of their time over a ten day period to review grant proposals. He also thanked the following individuals for their donated assistance to national service programs:

Commissioner Bill Lowenstein for training AmeriCorps grant applicants about performance-based grants; Dennis Tompkins from the Maine Forest Products Council for consulting with Ken Spalding about joint program and funding opportunities in the forestry sector; and, Jack Mara from the Substance Abuse Services Commission for his presentation to MCCS last month about his position as chair and the road that his commission has traveled in the past year.

Paul introduced Maine Volunteer Connection representatives Anita Jones of the Center for Conflict Resolution and Paula Wheeler from Maine Handicapped Skiing Association. They made a presentation about the MVC. They are a private non-profit with a Board of Directors, several subcommittees, and an Executive Director, Lillian Kerr Haversatt. Lillian is paid \$5,000 annually and the MVC has an annual budget of \$25,000 to \$30,000 per year which includes putting on the Blaine House Conference on Volunteerism. The Blaine House Conference was originally put on by the Division of Community Service's Office on Volunteerism. When that office was closed due to budget cuts in the early 1990's the MVC took over. Approximately 300 people attend the conference which is held annually. Anita noted that the MVC has a database of over 4,000 interested parties which is used statewide. MVC is recognized as a leader in volunteerism in Maine and is the lead organization for collaboration with the Point of Light Foundation.

Anita explained that it was the MVC that originally approached then-Governor McKernan to establish a Commission for Community Service in Maine. They participated in the initial startup of the Commission and are very interested in the work that the Commission does since much of the work overlaps with their mission. Anita proposed forming a joint committee of MCCS members and MVC members to explore areas of common interest. The Commission approved. Maryalice recommended referring the effort to the Commission Task Force on Collaboration and adding other entities which have expressed the same interest -- especially Maine Development Foundation and Maine Association of Non-Profits. Commission Task Force members include Bill Lowenstein, Becky Hayes-Boober, Susan Jennings, Bill Michaud, Anita Jones and Paula Wheeler. A meeting date will be set after the MVC Executive Committee meets and designates representatives.

Business Reports:

The minutes of the March 1996 meeting were reviewed. **Moved by** Paul Chretien to "Accept the minutes as read." **Second by** Norm Duzen. **Approved:** Unanimous.

There was discussion regarding the directive to staff that mail to commissioners be sent by certified mail. **Moved by** Larry LaPierre to "Rescind instructions to staff to send all monthly mailings by certified mail." **Second by** Mark Hews. **Approved:** Unanimous.

Direct Services/Funded Programs

Program Oversight Task Force/AmeriCorps Renewal Process Mark Hews and Perry Gates distributed an overview of the grant proposals as well as funding recommendations for the Commission's approval. They discussed the new peer review process and explained the basis for funding recommendations. Everyone was reminded of the Commission's decision to consider only renewals this year. Perry noted that if these grant proposals had been competing against a larger group of applicants they would have been facing strong competition. Mark noted that the commission wants to work in partnership with the programs to ensure sustainability. Therefore, the funding recommendations include award conditions which the Task Force believes are essential to ensuring sustainability.

Moved by Mark Hews to "Approve the renewal applications at the proposed figures with conditions listed." **Second by** Larry LaPierre. **Approved:** Unanimous.

AmeriCorps Program Liaisons Kate Roberts reported that she was in touch with Lynda Simmons and Peter O'Donnell while they worked on their renewal application, but she had not done a site visit since the last meeting. Norman Duzen reported on the efforts in Lubec to provide food for the National Day of Service (NDS) volunteers. He has been in touch with the local churches who will be collaborating to provide lunch. He also reported that as a result of a flat tire, he unexpectedly visited the AmeriCorps Eldercare site in Lubec and was impressed with the work being done there. Al Millette reported on visiting the Lewiston USDA site, he found it to be a very quiet place with a helpful staff. He also met with Richard Baird at the Orono site on April 1st. They discussed the NDS activities and how USDA is going to do a study of whether clams do better in a sand/mud combination or just sand as follow-up to the service activities.

National Day of Service Maryalice reported for Anne Schink. The central activity will be the clam seeding project. The day has been dubbed "Seeding for Maine's Future" and a logo has been developed. Kathryn Tremper explained that several Learn and Serve sites will mark the day, too. Some sites will do projects of their own; others will participate in the statewide project sponsored by the commission. Mary Pelkey noted that RSVP volunteers will join in the activities. Those who are organizing lunches for volunteers are having a hard time getting donations. Maryalice informed her that there was money available from the commission to get what was needed.

Learn and Serve America Kathryn Tremper handed out copies of the RFP for Project BOND, the Learn and Serve Community Based program. This is the first time funding will be granted by the Commission in this area. The application deadline is June 30, 1996 and Commissioners will be needed to review/select the proposals. Under the school-based Learn and Serve program, it is time for site visits. These are done by Commissioners for two reasons -- becoming familiar with the programs and monitoring efforts in the state. Kathryn asked Commissioners commission members to volunteer to do site visits.

Funding for Programs and Commission Maryalice reported that Wednesday 4/24 would be crunch day for the Corporation, with the continuing resolution running out. The generally expected action is reversal of the drastic measures proposed last fall. It appears there will be increased AmeriCorps state funds but not much. The state commissions' federal allotments will be funded at 88% of FY1994 while VISTA and other programs will see restoration of the devastating cuts approved in earlier actions. None of this is final until Congress votes so stay tuned.

State Capacity Building/Infrastructure

Marketing Activities Mark Hews suggested the need to have a thorough discussion by the entire Commission of marketing efforts. Copies of the proposed guidelines submitted by David Cheever were handed out. Mark explained how a marketing plan would enhance the commission's ability to create partnerships, further sustainability of the commission and funded programs, as well as fulfill the mission. Mark also noted the need for long-term planning. The proposal distributed last month reflected thoughts of former Commissioners not the present group.

Maryalice noted that the Marketing Task Force had not met yet because members no longer serve or are unable to be at meetings. The staff is moving forward in accordance with the goals set at the Open Space conference in Augusta. The relationship with the consultant was established after soliciting proposals from a number of firms last August. At first, two consultants were engaged because of the amount of work that needed to be accomplished in a very short time. Ultimately, one consultant withdrew because of inability to meet the Commission's deadline. Mr. Cheever accepted responsibility for the whole range of activities at that point. Continuing the successful relationship with someone who is "educated" about the Commission is seen as positive because of the learning curve associated with understanding the complexity of programs, mission, and so forth. A big need is to eliminate confusion over which programs are national service. The example cited was one a Commissioner related from a meeting she attended where a Learn and Serve program was described by outsiders as an AmeriCorps program.

Mark noted the need to be distinct from other groups such as MVC. Paul noted the need to preserve the integrity of each program under the national service umbrella. Mark Hews volunteered to serve on the Marketing Taskforce and proposed setting aside some time at the next commission meeting to have a facilitated discussion about public relations and get us all on the same page about getting the word out. The item will be placed on the agenda.

MCCS Liaison to Volunteer Conference Susan Jennings reported on the planning committee for the Blaine House Conference, she asked if the commission would like to sponsor a workshop. The commission agreed to proceed and look into it.

Personnel Committee/Hiring Permanent Director Larry Lapierre reported that the Personnel Committee had reviewed applications and interviewed four finalists. Via Kathleen Leyden, they had forwarded their recommendations to Evan Richert but had not received final word yet.

Collaboration Proposal with ME Development Foundation Maryalice reported on the collaborative application with Maine Development Foundation to Partners in Service, who is acting as the disperser for money from the Ford Foundation. MDF is the only group willing to collaborate. First a concept must be submitted and, if approved, then a proposal will be submitted. Under this process, the letter of interest sent does not obligate either the Commission or MDF but does give us time to consider a joint effort. The Partners in Service are promoting sustainability of AmeriCorps programs through challenge grants. Under the MDF/MCCS proposal, Partners in Service would award MDF \$50,000 but a 2:1 local match is

required. A copy of the concept proposal was distributed. It targets needs not met by other funds. Maryalice also noted that at the next commission meeting this needs to be addressed.

In closing Paul commented on the March 24th & 25th meeting in Bangor and thanked Norman for his participation. He felt that some good had come of the meeting.

Agenda Items for Next Meeting: Facilitated Discussion of Marketing, Learn & Serve Review, and MDF Proposal.

Meeting Adjourned



Maine Commission for Community Service
Regular Meeting
Wednesday, May 15, 1996
Agenda



- 9:30 Convene, Agenda Revisions, Announcements**
 ► Announcements and meeting changes for Task Forces
- 9:40 Faciliated Discussion--Marketing Strategy (Hews, Cheever)**
- 10:40 Break**
- 10:55 Business Reports**
 ► Minutes from April 1996 Commission Meeting
 ► Staff report on items not in agenda
- 11:00 Direct Services/Funded Programs**
 ► Maine AmeriCorps programs:
 Reports from program liaisons;
 Proposed closing event for AC members (Schink);
 Maine Development Foundation-discussion of proposal (Crofton)
 ► Status of Learn & Serve Programs --
 Project BOND: Volunteers needed for grant review process. (Tremper)
 How would Commission like to "get up to speed" about this national service?
 ► VISTA and Senior Corps
 ► Wrap up on National Day of Service
- 11:15 State Capacity Building/Infrastructure**
 ► Youth Empowerment Task Force -- progress report
 ► Commission Peer Exchange with Michigan--who goes?
 ► Nominating Committee - need volunteers to serve; tasks include determining which
 Commissioners with terms ending 9/96 wish renomination and recruiting
 nominees for the Governor to consider in filling empty positions
 ► Program Liaison training-when?
- 11:55 Agenda Items for Next Meeting --**
- 12:00 Adjourn for Lunch**
- 1:00 Taskforce Meetings-(Collaboration, Youth Empowerment-{Lowenstein, Michaud, Millette}
 new members welcome)**

Maine Commission for Community Service

Meeting of May 15, 1996

Conference Room, State Planning Office, 184 State Street, Augusta

ATTENDANCE

Members Present:

Mark Hews	Paul Chretien	Everett Flannery
Norman Duzen	Al Millette	Bill Michaud
Joanne Peterson	Edie Scott	Susan Jennings
Larry Lapierre	Mary Pelkey	
Kate Roberts	Perry Gates	

Members Excused:

Jay Skriletz
Catherine Lebowitz
Greg Lavertu
Bill Lowenstein
Sarah Campbell
Kaye Woolam
Kathryn Tremper

MCCS Staff:

Maryalice Crofton
Anne Schink
Brenda McLaughlin

Guests:

Ken Spalding
Dave Cheever

Maine Commission for Community Service

Meeting of May 15, 1996

Conference Room, State Planning Office, 184 State Street, Augusta

MINUTES

Draft Date	Recorded By	Date Accepted	Was Draft Revised?
5/27/96	Brenda McLaughlin		

Meeting Convened: 9:45 a.m. Adjourned: 12:20 Time: 2 hours 35 minutes

Paul Chretien called the meeting to order and introduced Dave Cheever and Mark Hews who facilitated a group discussion on marketing strategy. Mark pointed out that the commission needs to have consensus and work as a single thread. The message behind the logo needs to be a simple phrase with great meaning. Mark shared that he felt the meaning should focus on the ethic of service in the community which is the larger end.

Norm Duzen noted that the programs are created by large organizations and put into the communities, they are not created by the communities. Therefore, communities don't feel as connected to them.

Kate Roberts noted that there is a lot of confusion about and low visibility of the Corporation and the commission. Paul Chretien noted that this may account for the perception of community service being a passing fancy. Mark noted that the perception is that people are too busy in their lives to volunteer, he feels that there is not a lack of time, but a lack of opportunity. People want to help, they just don't know how or where to start. Communities have to identify what they need and maybe the commission can help.

Mark suggested that instead of thinking of national service program funding in terms of giving grants, we need to look at it as making an investment. Perry Gates noted that we need to pay attention to what it means to participate in service. Paul remarked that we have dealt with the federal and state mandates, now we need to move on. Larry LaPierre concurred. Joanne Peterson remarked on the important role of strategic planning. Mary Pelkey noted that we need to know what the unmet needs are in the community; the communities do not feel like they are being listened to. Maryalice noted that when the Corporation added an emphasis in funded proposals, it highlighted using national service participants as catalysts to generate more volunteers in communities. Susan Jennings noted that the commission needs to commit to getting out into communities and accept the responsibility that goes along with the visibility.

Mark noted that we need a vision of what the goal is. Paul remarked that we also need a strategy for implementation. Perry Gates stated that the original vision created by the first commission needs to be wordsmithed. Perry also suggested that the Marketing Taskforce come up with some options of a vision to present at the next meeting. All agreed. Perry and Kate Roberts agreed to serve on the Marketing Task Force. Susan urged the task force to come up with a short sentence to begin the marketing piece.

Business Reports:

The minutes of the April 1996 meeting were reviewed. **Moved by** Mark Hews to "Accept the minutes as read." **Second by** Paul Chretien. **Approved:** Unanimous.

Maryalice reported that staff is in the process of hiring 3 interns to conduct research over the summer. She also reported that staff is involved in the distribution of a survey to municipalities about community service,

in cooperation with Maine Municipal Association, the Department of Administrative and Financial Services, and the Department of Human Services. Staff are also involved in developing a VISTA application to provide staff to the Childrens Cabinet. And lastly, another collaborative proposal is being generated with the Maine Development Foundation to secure a YES ambassador from the Points of Light Foundation.

Direct Services/Funded Programs

AmeriCorps Program Liaisons- Bill Michaud reported that he will be meeting with Bob Rowe of New Beginnings about the Blaine House Corps, on May 23rd @ 9:00 a.m. Paul Chretien reported that he had visited the sites in Bangor that will be rehabed by that portion of the Blaine House Corps. Edie Scott met with the Youthbuild Program working in Pittsfield, she noted that the ages of participants are from 18-23 years old. Larry Lapierre reported the AmeriCorps Works for ME helped out on Elder Day in Portland. Mark Hews reported making a site visit to East Sebago Elementary School with the College Conservation Corps of Maine which is working together with the National Civilian Community Corps from South Carolina. The NCCC is here for 5 weeks and representatives of the U.S.D.A. program are also involved.

Program Oversight Task Force - Everett Flannery reported that there is an increase expected in the formula funds being received from the Corporation this grant cycle as a result of a final FFY95 budget appropriation. The Program Oversight Task Force recommended investing that money in the Governor's Innovative Program to help them offset unmet financial needs. **Moved by** Mark Hews to give the anticipated funds to the Governor's Innovative Program. **Second by** Larry Lapierre. **Approved:** Unanimous.

On another issue, the Task Force recommends the commission set aside a significant block of time at the June meeting for discussion of national service programs and funds. Since the programs are tools for the Commission to use in fulfilling its vision, how the tools are employed is a key issue. Four questions are recommended as focal points next month: what are the expectations of applicants with regard to operating a program that furthers our mission/vision; what creates sustainability in programs; if the funds are an investment, how will the funding for national service programs be used best in Maine; what additional guidelines should be established in the application process in order to ensure the expectations are met (will level of investment change over life of grant; how to deal with issues of geography, priority needs, rural/urban, etc.) The Commission agreed to hold such a discussion at the June meeting. Everett has arranged for the meeting to be held at the Kennebec County Sheriff's Office Conference Room so that groups can break apart for the session.

Closing Event for AmeriCorps Members- Anne Schink reported that the proposed date for the AmeriCorps Closing Event is June 24, 1996, which is a Monday. It will be a celebration of service, and a positive end to a year of accomplishments and coming a long way in understanding.

Maine Development Foundation Collaboration- The Partners in Service concept proposal was reintroduced from last meeting for discussion by members. Maryalice remarked that the proposal can play quite a role in sustainability. Commissioners expressed no concerns about the submission.

Learn & Serve Programs- Maryalice asked commissioners to volunteer to be grant reviewers for the Project BOND applications. Volunteers were: Everett Flannery, Kate Roberts, and Norm Duzen. Commissioners expressed an interest to get up to speed on the Learn & Serve Programs through a presentation at a regular meeting.

VISTA- Mary Pelkey reported that VISTA has been refunded and will be starting up some new programs, hopefully employing 6-8 VISTA volunteers who will be addressing poverty issues. Mary reported that she is working with Anne Schink on Supervisors Training. The Senior Service Conference will be in July, Norm

Duzen will attend and Mary will be there as a member of the Planning Committee. Mary remarked that the Senior Corps programs are going to be on the Internet, they are almost up and running and are part of a pilot project for the U.S. Mary also reported that the Foster Grandparent Program received a 7 ½ % cut and R.S.V.P. received a 2 ½ % cut.

National Day of Service Wrap-up- Anne reported that members learned a great deal and were able to get many members of their communities involved. At Lubec, Sally Rier was able to involve the entire school system. They all made great connections with their communities and schools. They would have liked to have had more time for planning. Anne noted that Christen Stewart at the College Conservation Corps of Maine was instrumental in reaching the media and getting coverage of events statewide. Commissioners who participated were Paul Chretien, Al Millette, Bill Michaud, and Perry Gates. Norm remarked that the Commission ought to urge a change in the date. It is too close to Earth Day and many resources are tapped out. Al Millette noted that local clammers should have been more involved. Ken Spalding reported that NDS was the first day back on the clam flats for many clammers, as high water had forced a closing of the flats for 2 weeks. Norm noted that the programs need some customer service training to solicit donations.

State Capacity Building/Infrastructure

Youth Empowerment Taskforce- Anne explained that intern Jeff Cote has been hired to find out what service are available for youth in service. He will be working with Maine Development Foundation and the Youth Lead Program.

Commission Peer Exchange- Maryalice asked for volunteers to participate in a Peer Exchange with Michigan, as suggested by Coporation representative Carlos Pedraza. Mark Hews and Kate Roberts volunteered to go. The Exchange is being organized by a national provider. Additional information should be available at the next meeting.

Nominating Committee- Maryalice asked for volunteers to serve on the nominating committee to recommend future members and commission leadership to the Govenror. Mary Pelkey and Paul Chretien volunteered and Paul suggested asking Kathryn Tremper to serve.

Program Liaison Training- Maryalice asked for suggestions for scheduling training. Commissioners agreed September would be a good time and asked that they have reading material before hand. In addition, training should be worked into a monthly commission meeting. Maryalice will explore options with the national TA provider and the Corporation.

Agenda Items for Next Meeting: Follow-up on Marketing Plan, Collaboration Task Force Report, Learn & Serve site visit reports, and Blaine House Conference report.

Meeting Adjourned 12:20 p.m.



Maine Commission for Community Service
Regular Meeting
Wednesday, June 19, 1996
Agenda



- 9:30 Convene, Agenda Revisions, Announcements**
 ▶ Announcements and meeting changes for Task Forces
- 9:35 Business Reports**
 ▶ Minutes from May 1996 Commission Meeting
 ▶ Financial up-date of Commission administered grants
- 10:00 Report from Adhoc Vision/Marketing Committee (Hews/Gates/Cheever/Roberts)**
- 10:20 Break**
- 10:30 Facilitated Discussion: Best use of National Service Funds in Maine to realize Commission vision and mission.**
- 11:45 Direct Services/Funded Programs**
 ▶ Maine AmeriCorps programs:
 Registration/time details for AC member closing event (Schink);
 ▶ Status of Learn & Serve Programs --
 Project BOND: report on workshops. (Tremper)
 Reports from Commissioners who did school-based L&S site visits
 Changes at Dept. of Ed that effect Learn & Serve school-based.
- 12:00 State Capacity Building/Infrastructure**
 ▶ Memorandum of Understanding with State Planning on relationship -- volunteers to develop this very important document
 ▶ Commission Peer Exchange with Michigan--up-date (Crofton)
 ▶ Nominating Committee report -
- 12:15 Agenda Items for Next Meeting --**
- 12:00 Adjourn for Lunch**
- Meetings to schedule before members leave: Nominating Committee; Project Bond Grant Review Team; Program Overview Task Force; Youth Empowerment(?); Marketing (?); Adhoc MOUSA**

Maine Commission for Community Service

Meeting of July 17, 1996

Conference Room, State Planning Office, 184 State Street, Augusta

ATTENDANCE

Members Present:

Mark Hews
JoAnne E. Peterson
Kathryn A. Tremper
William Michaud

Paul Chretien
Susan Jennings
Kate Roberts
Lawrence LaPierre

Alfred Millette
Perry Gates
Greg Lavertu

Members Excused:

Margaret Bean
Mary Pelkey
Edith R. Scott
William Lowenstien.

Norman Duzen
Kaye Woolam
Becky Hayes Boober

Jay Skriletz
Catherine Lebowitz
Everett B. Flannery, Jr.

MCCS Staff:

Maryalice Crofton
David Beam

Anne Schink
Marc Frenette

Mandy Abkowitz
Jeff Cote

Minutes of the Meeting
Maine Commission for Community Service
July 17, 1996

Draft Date	Recorded By	Date Accepted	Was Draft Revised?
7/30/96	David Beam, Jeff		

Covenend: 9:30 a.m.

Adjourned: 12:00

Chairman Mark Hews called the meeting to order and asked the guests to introduce themselves.

Announcements

Maryalice reminded members of the Program Overview Task Force that they will be meeting with Children's Cabinet Representatives after lunch. The purpose of the meeting is to discuss a request from Departmental Commissioners for greater collaboration with the Commission.

Maryalice Crofton also told the Commissioners about the Open Space Conference at Colby College, where attendees will discuss the next step in addressing children's issues.

Vision Statement

Mark said the Commission needs to begin thinking about concrete ways to implement its Vision statement, adopted at the June 1996 meeting.

Nominations

The Commission has a total of 26 seats. Presently, 18 are filled. The Nominating Committee is seeking candidates for openings.

Business Reports

Minutes Report

Two corrections were made to the minutes of the last meeting. First, Larry was not at the last meeting as the minutes had indicated. Second, the minutes had omitted the fact that Paul had stepped down as chair and Mark had been elected to replace him.

Moved by Paul Chretien to "Accept the minutes as amended." **Seconded by** Larry LaPierre. **Approved:** Unanimous.

Financial Update

Maryalice reported on the finances of the Commission. Due to a successful appeal of funding reduction, there was no loss of administrative money. The federal government has not met the initial deadline it set for itself to initiate AmeriCorps grant negotiations. The MCCS will begin the process of subgranting federal funds as soon as possible.

Staff Transition

Anne Schink will be leaving the MCCS to become the new director of Youthbuild* AmeriCorps in Portland. Maryalice said that in the short-term she will be replaced by Mandy Abkowicz. Mandy had served in the College Conservation Corps and as a VISTA before joining the Maine Conservation Corps in 1992. She will serve as interim Senior Planner until she leaves for medical school in the fall. Additionally, she will run the office and oversee the interns while Maryalice is on vacation.

Maryalice also discussed plans to find a permanent replacement for Anne. She prepared a description of the senior planning position, which was published in several newspapers across the state, and posted on the internet job service. She said that she is already starting to get calls from all over the country from people interested in the position. The closing date for applying for the position is July 26, 1996. A Commissioner is needed to serve on an interview and selection team for the potential applicants. Alfred Millette volunteered to serve on the team.

Report from Policy Intern: Findings on Unmet Critical Environmental Needs.

Policy intern Marc Frenette reported on his findings. Since the beginning of the summer, he had been reviewing Maine-specific environmental literature to determine recurring themes. He prepared a database and wrote a report on his findings. He distributed the report to Commissioners present and spoke on his findings.

Marc said that there were four major areas of concern that recurred in the literature. These were:

1. Water Quality Degradation.
2. Destruction of Wildlands and Species Habitats.
3. Air Quality Degradation.
4. Global Climate Change.

Direct Services/Funded Programs

Program Overview Recommendations for funding of Programs.

Mark Hews reported for Everett Flannery.

He said that the Program Overview Task Force met to synthesize the input on this issue which was generated at June's MCCS Meeting. The final recommendations were distributed to the Commissioners present. Mark highlighted a few of these: National Service funding should always underwrite at least three proposals. The Commission will use the following three criteria to determine which programs will receive funding:

1. Sustainability. Applicants will be required to submit a proposed three-year budget to insure that the program is planning ahead and plans to stay around for the long-term.
2. Emphasis on funding programs which foster regional partnerships.
3. Geographic diversity.

Moved by Larry LaPierre to "Accept the task force recommendations." **Seconded:** Perry Gates. **Approved:** Unanimous.

Maine Americorps Programs

Update on implementation of Access Americorps

Anne Schink reported that AmeriCorps will partner with the Maine Volunteer Connection and Maine Independent Living Services to train program staff on how to make Americorps programs more accessible to differently-abled people. The five hour presentation is a pre-conference program, MVC and MILS have organized in conjunction with the state Volunteer Conference. AmeriCorps Staff will attend on scholarships. The next day there will be a conference for disabled people on how they can become more involved in national service. Anne said that ten days ago Americorps programs directors received training in accessibility issues.

Anne also said that Access is the means of insuring programs apply with Americans with Disabilities Act. To assist the programs, funds are available to underwrite accommodations for Members. MCCS enlisted Lynda Simmons to coordinate recruitment of differently-abled Members in Maine.

Program Liason Reports

Maine USDA

Al Millette and Perry Gates shared information provided by Karen Malley. The program is educating kids and adults about the environment. It is also hatching salmon and soft-shelled clam, surveying lakes and streams, constructing and maintaining nature trails, and teaching farmers the techniques of integrated pest management. In all volunteers have donated 15,000 hours to accomplish the above.

Blaine House Service Corps

Paul reported on his visit to the building which Blaine House Corps will renovate in Bangor. No activity was reported by the neighbors.

Bill discussed his visit to New Beginnings in Lewiston, the second Blaine House partner.

New Beginnings' core program is operating a shelter and support services for homeless teenagers. Their AmeriCorps involvement is a new dimension of programming. The shelter residents have always been required to do service as a means helping them rebuild their lives by getting involved in the community. It also has a wilderness project in place which motivates people by getting them involved in outdoor activities. The major problem facing the AmeriCorps project is uncertainty about when the program will start. The program is also still in the process of defining its relationship with CEI, the lead grantee.

College Conservation Corps

Mark made a site visit to a CCC project composed of both new and experienced Corps members. He said he talked to them about the project and working together, and was generally favorably impressed.

Status of Learn & Serve

Project Bond

Maryalice said the grant applications deadline for Project Bond, the community based Learn and Serve funds, had closed. Awards will be decided and announced by August 1, 1996. Fifteen of just over twenty applicants will receive awards. She said she was concerned because most of the applications were from schools, and that in the future she would like to see more community-based organizations apply for awards.

Norman Duzen, Everett Flannery, Kay Lebowitz, and Kate Roberts will be reviewing the applications and selecting which programs will receive awards.

Report on Knox County community service meeting

Anne reported that she was the guest speaker at a meeting of community service organizations in Knox county. She explained MCCS activities. The focus of the meeting was how to build relationships between schools and community-based organizations. Several people in attendance told her they had been rebuffed by schools when they tried to propose joint efforts for Project BOND.

State Capacity Building/Infrastructure

Intern Progress Reports

Rebecca Lord

Becky edited and expanded the new MCCS Web Page. The new web page can be viewed at <http://www.state.me.us/spo>.

David Beam

David reported on his progress and showed Commissioners a copy of an economic model he designed which will help organizations value volunteer services donated to them. He also reported on a meeting he facilitated on creating a system to coordinate the recruitment and placement of volunteers in state government. He said that his plans for the rest of the summer include compiling a survey of volunteers providing municipal services. He also is preparing a report on the use of volunteers in state government and ways which state agencies can coordinate volunteer recruitment, assessment, and placement.

Jeff Cote

Jeff reported on the survey he had done for the Commission. He sent out 832 surveys to all the schools in Maine. Jeff provided the Commissioners with the results of his survey. He is currently in the process of composing the Community and Faith Based survey which will be sent out to 2,500 agencies and faith group in Maine. He said he also plans to work with Kristen Cyr

to give the Youth Empowerment Task Force the information it needs to be the link between the community and the Commission.

Commission Exchange with Michigan

Maryalice said that the Peer Exchange program with Michigan had been delayed because CNS has switched technical assistance providers for State Commissions.

Marketing Task Force Report

Mark reported on the progress of the Marketing Task Force. The minutes of their meeting were mailed with the agenda. He said that the primary goal of the task force was to get the word out about the MCCS and its mission. The task force discussed ways to get the word out, including using radio ads targeting certain segments of the population and by mass distribution of a bookmark with information on the MCCS. He said that the task force also wants to decide which groups to primarily target. Thus far, they have decided to make better connections with the Governor's Office, State Agencies, Legislature, schools, technical colleges, and the university system.

The task force also recommended setting up a workshop on why community service is important. Maryalice said that the Commission needs to work on changing perceptions of volunteers. Larry noted that his experience with volunteers has convinced him that, contrary to what many people think, they are capable of doing any task paid employees can.

Moved by Larry LaPierre to "Accept the recommendations of the marketing committee."
Seconded by Perry Gates. Approved: Unanimous.

Nominating Committee Report

The nominating committee had not met since the last meeting. Paul Cretian said the committee would have a list of possible nominees by the next meeting.

Resignation of Margaret Bean

Mark read a letter from Margaret Bean which stated her intent to resign from the Commission. The letter will be forwarded to the Governor.

Recognition for Anne Schink

Mark presented Anne Schink with a token of appreciation from the Commission.

Agenda Items for Next Meeting

- * Report on findings on unmet critical public safety and human needs.
- * Learn & Serve program overview.
- * Project Bond awards.
- * Status of Americorps subgrants.
- * Report on the collaboration related to community service agencies

Meeting Adjourned 12:00 p.m.



Maine Commission for Community Service
Regular Meeting
Wednesday, August 21, 1996
Agenda



- 9:30 Convene, Agenda Revisions, Announcements**
- Announcements and meetings
 - Results of Joint Meeting with representatives from the Children's Cabinet. Discuss Proposal
 - Youth Empowerment Task Force to review intern findings and consider next steps
 - Presentation by Leanne from MDF on Partners in Service Grant

- 9:50 Business Reports**
- Minutes from July 1996 Commission Meeting
 - Financial update of Commission admin. grant from feds

- 10:00 Report from Policy Intern: Findings on Unmet Critical Public Safety and Human Needs (Frenette)**

- 10:20 Break**

- 10:30 Direct Services/Funded Programs**
- Maine AmeriCorps programs:
 - Status of AmeriCorps Sub grants
 - Program Liaison reports (Hews, Scott, Roberts, Michaud, Chretien, Gates, Duzen, Millette)
 - Status of Learn & Serve Programs (Program Overview) --
 - Project BOND: status of grant process
 - Reports from Commissioners who did school-based L&S site visits

- 11:00 State Capacity Building/Infrastructure**
- Update on Memorandum of Understanding with State Planning on relationship
 - Intern Progress Reports -- Cole, Beam, and Lord
 - Commission Peer Exchange with Michigan--up-date (Crofton)
 - Program Liaison Training -- Final Date/Arrangements? (Crofton)
 - Report on NetDay 96 (Hews)
 - Nominating Committee report (Chretien/Tremper/Pelkey)
 - Report on Collaboration related to community service agencies
 - Federal Request for Unified State Plan
 - Progress on Hiring Permanent Senior Planner

- 11:55 Agenda Items for Next Meeting --**

- 12:00 Adjourn for Lunch**
Meetings to schedule before members leave: Adhoc MOUSA

Recommendation - final not in Sept

Have Harry has out to 2001

10/25 - 10/26

include

National Service Shift 10/4

*mtg purpose - members couldn't meet
to get work group to design process project bond: MOU draft, nominating lft*

*Children's Cabinet
Mtg to Evan
Program Overview
State Advisory*

Letter

*Marketing
Partners in Service
Fundraising*

Minutes of the Meeting
Maine Commission for Community Service
August 21, 1996

Present:

Alfred Millette
Susan Jennings

Larry LaPierre
Edith Scott

Mark Hews
Kathryn Tremper

Excused:

Norman Duzen
Perry Gates

Katherine Roberts
Catherine Lebowitz

Joanne Peterson

Absent:

Jay Skriletz
Greg Lavertu
Bill Michaud

Mary Pelkey
Paul Chretien
Everett Flannery

Bill Lowenstein
Becky Boober

MCCS Staff:

Maryalice Crofton
David Beam

Mandy Abcowicz

Marc Frenette

Guests

Ken Spalding

Sue Card

Anne Schink

Minutes for August Meeting Maine Commission for Community Service

Meeting Date	Minutes Prepared by	Accepted	Revisions Made
August 21, 1996	David Beam		

The meeting convened on 8/21/96 at 9:30 a.m. at the State Planning Office, 184 State Street, Augusta in the conference room.

I. Announcements and Meetings

Announcements

It was noted that attendance did not constitute a quorum so no votes could be taken. On a positive vein, Commissioners were reminded that participation at meetings has been very different from one year ago when it was not possible to hold a meeting because attendance and membership was so low.

Sue Card was introduced as a guest from KIDS Consortium. She is responsible for implementation of the Project Bond grant.

Marketing Task Force

Mark Hews said the marketing task force has created a bookmark with essential information about the Commission. He passed out bookmarks for distribution by Commissioners. The Marketing Task force will meet again to discuss other ways publicizing the Commission's activities.

Results of the Children's Cabinet Joint Meeting

The Children's Cabinet is the joint committee of appointed Commissioners from the Maine Departments of Corrections, MHMRSAS, Public Safety, Human Services, and Education. Governor King created this Cabinet in order to deal with key issues relating to children and families. Cabinet members learned of the Commission for Community Service and sent representatives to meet with the Program Overview Task Force last month. The Cabinet representatives proposed that this Commission become involved in one of the three initiatives they are planning -- in particular they see a role for this Commission in the prevention focused effort. Commissioners at the joint meeting were Hews, Gates, Michaud. In addition to responding to the community-based concept presented for feedback, the MCCS members present felt the mission of the Children's Cabinet was closely related to its own vision. Both want to increase community service and volunteerism in the area of children's needs.

The next meeting of the Children's Cabinet is on September 4. MCCS has been asked to attend and discuss our priorities and directions in order to lay the groundwork for joint efforts. The Commission would like to maintain an open dialog to help both parties fulfill their respective missions.

Youth Empowerment Task Force

Mandy Abcowicz reported on the preliminary meeting of the Youth Empowerment Task Force. Eight people attended to discuss the role and next steps of the Youth Empowerment Task Force. Another 12 people expressed interest in serving but were not able to come due to summer schedules. The attendees had two concerns to address at the next meeting:

1. They want to know what the commission's role would be in the task force.
2. Wanted to know more about the details such as what the organizational hierarchy was.

Sixty organizations responded and said they would like to be involved in the task force. Mandy said that they would like to hold another meeting in October. Larry LaPierre suggested that the Task

Force involve the American Legion's Youth Program. Mandy said that she would invite them to become involved.

Partners in Service Grant

Maryalice said that PIS was a new national foundation which has a special interest in national service programs as well as other efforts to increase community service. MCCS in partnership with the Maine Development Foundation responded to a request for proposals that would strengthen AmeriCorps programs. The Maine submission was awarded a \$25,000 challenge grant which requires matching each dollar from PIS with \$2 of in-state contributions. Funds must be raised in cash and pledges by next May. The money is to be sub-granted to AmeriCorps programs in such a way that the programs build their capacity to fund-raise, manage volunteers, and increase community volunteer involvement.

The Commission needs to set up both a fundraising effort and guidelines for subgranting the monies to eligible AmeriCorps programs. Terms of the funder limit eligibility to those programs whose operational funds are granted by the Commission.

A representative of the Maine Development Foundation was to be here to discuss that organization but has not arrived.

II. Business Reports

Minutes from July 1996 Commission Meeting

Those present found the minutes satisfactory, but there was not a quorum. Official acceptance of the minutes was postponed until next month.

Blaine House Conference on Volunteerism

Susan reported on the Blaine House Conference. The Commission is a sponsor of this training conference. The workshop schedule includes three sessions related to Commission activities: a presentation on service-learning, a workshop on how challenged citizens can serve in AmeriCorps programs, and a session on the Commission itself. She passed out copies of the flyer which was distributed at the meeting (see attachment). The Commission sponsorship was not noted on the brochure but that oversight will be corrected through a press release in a few weeks. Commissioners are invited to attend the event meeting on October 7+8. This year there is a special focus on how to make it possible for handicapped citizens to volunteer.

Financial Update

Currently the Commission is solvent, but information about next year's allocation will not be available until September.

III. Policy Intern Report: Critical Unmet Public Safety & Human Needs

Marc Frenette reported his findings on unmet critical needs in these two areas. The results are based on a review of Maine specific research and literature on these topics. His findings are published in *The Human Touch*. (see attachment).

Larry LaPierre noted that gambling addiction and its associated impacts are underreported needs. Susan observed that the high school dropout rate was a key concern which was not mentioned by the report. Maryalice noted that topic would probably show up under a review of education issues but there was not time to undertake such a review this summer.

With the completion of this report, the Commission can now consider what focus areas to emphasize in its activities, particularly the grant programs. Chairman Hews acknowledged the work of all the interns and thanked Marc for his contributions to the Commission's significant progress this summer.

IV. Direct Services/Funded Programs

Americorps Subgrants

Mark Hews reminded the Commission that last April they had approved the College Conservation Corps grant application with the condition that they make significant efforts to prepare a comprehensive plan, raise local funds, and increase the number of community volunteers involved in their projects to insure sustainability. The program submitted a report on their progress in these areas. He said that he was satisfied that they had met these conditions.

Mark circulated a letter from Kate Roberts concerning Portland West's AmeriCorps grant. Kate had followed up on the Commission's request for progress in certain areas prior to renewal of their grant. Maryalice noted there are special concerns raised by the Corporation and these may interfere with the timely renewal of this grant. CNS felt that PWest had failed to adequately document certain items like in-kind donations. The CNS staff and M CCS staff are working together to address the concerns in a manner which will remediate the inadequate procedures but allow the program's service to continue.

Program Liaison Reports

Youthbuild AmeriCorps at KV Community Action Program, Somerset*

Edie Scott said that the group had repaired a roof at Pine Tree Camp.

Camden/Rockport H.S. Learn and Serve school-based site

Alfred Millette reported on a program he and Bill Michaud visited for at-risk kids. The program got the kids to do community service work with the hope that it will improve their lives. The students had applied math, geometry, science, and vocational skills in construction of a small garden in the school courtyard. The students also prepared a buffet for Al and Bill. The group raises flowers which are assembled regularly into bouquets for local nursing homes. Generally they felt the program was positive for the participant's self-esteem and their lives.

Learn and Serve Programs

Project BOND Grants

Mandy said that the Project Bond applications had been reviewed and that nine programs were recommended for funding (see attachment). Because there was not a quorum, the final voting on the Project Bond applications was put off until the September Commission meeting.

V. State Capacity Building and Infrastructure

Update on Memorandum of Understanding with State Planning

Mark Hews, Paul Chretien, Larry LaPierre and Maryalice Crofton met with Kathleen Leyden to discuss the relationship between the Commission and the State Planning Office. Specifically, they discussed the roles and responsibilities of both parties as they related to budgets, personnel, and activities. The consensus of the meeting was that the Commission was aligned with the SPO because their missions were consistent. Mark also said that he and Maryalice were scheduled to meet with Even Richert on September 3rd to discuss how M CCS might support areas in SPO's strategic plan.

Intern Progress Reports

Jeff Cote was the first intern to leave. He was in school already and had left a letter to the Commissioners on the final results of his internship. David Beam reported that he had completed the report on valuing volunteer services. He also said that he will soon be done with the reports on volunteerism in state government and the survey of trends in municipal use of volunteers.

Commission Peer Exchange

Maryalice reported that there is finally movement on the exchange. The new facilitator has asked for specific areas of interest the Commission wants highlighted during the Maine visit. Dates are not firm but expected to be early October.

Program Training Liaison

The suggestion was made that this training be folded into the Maine National Service Orientation Conference which will be held on Nov 3-5 this year. The program directors already will be in attendance. Commissioners present accepted the suggestion and asked the work session be arranged for Monday afternoon (Nov. 4). This fits well for other reasons -- the Commission has hosted a reception before dinner at the Conference as a way to meet the new people. The trainer for Program Liaisons and Program Directors (teams will work together) is Jerry Colcher of Philadelphia. The CNS technical service is underwriting his work.

NetDay Reports

The goal of NetDay '96 is to wire every school in Maine to the internet. The project is cosponsored by the Maine internet consortium and Maine Science and Technology Foundation. The event aims to recruit volunteers across the state to donate the time and resources to wire the schools. Mark Hews said he was excited about the idea, but was concerned about the program's total reliance on the web page to enlist volunteers and raise money. Maryalice observed that the Corporation is planning its own national effort to get volunteers to wire schools, and the possibility of coordination with this program should be investigated. _____ said that the program should also address how people can get involved if their local school is already wired.

Nominating Committee Report

The nominating committee has prepared a list of potential nominees and asked staff to send each a letter inviting the person to apply. The responses will be available for action at the September Commission meeting. The recommendations will then be forwarded to the Governor.

Collaboration Committee

Susan said that the Maine Volunteer Connection, the Commission, the Maine Assoc. of Non-profits, and Cooperative Extension are working on a collaboration effort. So far the groups involved are those which create or provide support on a statewide basis to organizations with volunteer programs. The committee agreed to go through December and invite other groups. Minutes of the last meeting were distributed in the mailing to commissioners.

Request for a Unified State Plan

A memo from Peg Rosenberg at the Corporation was mailed to Commissioners with HQ Happenings. It outlined the rationale and proposed guidelines for developing a unified plan for community service and volunteerism in Maine. This would require MCCS, the Dept. of Education, and the Corporation field office to collaborate to create one plan instead of each submitting a separate one. There is an option of doing it this year or just setting it up as a process.. It will be a requirement next

year. Maryalice's recommendation was to do it right, follow a solid process, and submit it next year. Mark said that at the September meeting they would appoint a work group for a 1997 unified plan.

Progress on Hiring a Permanent Senior Planner

Interviews for the Senior Planner Position begin next week. Six applicants were asked to come. All accepted.

Agenda Items for Next Meeting

- Report from volunteerism coalition on 9/16 meeting.
- Report of joint Marketing and Program Oversight Meetings
- Nominating Committee
- Appt Work Group for Unified Plan
- Report on meetings with Evan Richert and Children's Cabinet
- Project BOND awards; Memorandum of Understanding;



Maine Commission for Community Service
Regular Meeting
Wednesday, September 18, 1996
Agenda



- 9:30** **Convene, Agenda Revisions, Announcements**
- ▶ Announcements and meetings
 - Introductions of guests and new appointees/staff
 - Presentation by Leanne from MDF on Partners in Service Grant
 - Summary of Meeting with Evan Richert, Director of State Planning
 - Report on Chair's Meeting with the Children's Cabinet.
- 9:50** **Business Reports**
- ▶ Minutes from July and August 1996 Commission Meetings
- 10:00** **Direct Services/Funded Programs**
- ▶ Maine AmeriCorps programs:
 - Status of AmeriCorps Programs for 1996-97 year
 - October 25 Launch Day Plans (AmeriCorps members "sworn in")
 - Education Award Program - new opportunity at federal level
 - ▶ Status of Learn & Serve Programs --
 - Project BOND: recommendations for funding by Grant Review Committee
 - funding approved by Corporation for Year Two
 - Learning Connections: up-date on request for proposals and time table
 - Status of request to Corporation for orientation to Learn/Serve programs
 - ▶ Maine National Service Orientation Conference -- details; save dates of 11/3-11/5
- 11:00** **Break**
- 11:15** **State Capacity Building/Infrastructure**
- ▶ Status of progress on funding from federal agency
 - ▶ Memorandum of Understanding with State Planning
 - ▶ Commission Peer Exchange with Michigan--dates, etc.
 - ▶ Joint Report of Marketing/Program Oversight Task Forces
 - ▶ Nominating Committee report; recommendations to Governor King
 - ▶ Report on Collaboration Coalition
 - ▶ Commission presence at Blaine House Conference on Volunteerism
 - ▶ Federal Request for Unified State Plan -- form task force to outline process and timetable
 - ▶ Staff report
- 12:15** **Agenda Items for Next Meeting --** _____ **???**
- 12:30** **Adjourn for Lunch**
- Meetings to schedule before members leave:** _____

**Minutes for September Meeting
Maine Commission for Community Service**

Meeting Date	Minutes Prepared By	Accepted	Revisions Made
September 18, 1996	Pat Webber		

The meeting convened on 9/18/96 at 9:30a.m. at the State Planning Office, 184 State Street, Augusta, in the conference room.

I. Announcements and Meetings

Announcements

Grace Braley was introduced as the new Senior Planner, taking Anne Schink's position. Peter Bender was introduced as the Acting Director of Maine's Corporation for National Service office. Peter works out of Boston and is responsible for Mass., New Hampshire, Vermont, and (now) Maine. His appointment is the result of Mary Pelkey's retirement.

LeeAnne Greeley Bond was introduced as a guest from Maine Development Foundation. She explained their role in the collaboration with the Commission that brought the Partners in Service grant to Maine. MDF will serve as fiscal agent for the Commission and help develop a fundraising plan for the instate match funds. LeeAnne also gave an overview of MDF: conveners of public and private sectors with goal of assuring Maine's long term economic development. They focus particularly on leadership development as a key to economic development.. There are four core programs and a staff of twelve. A brochure describing MDF was distributed to Commissioners present. MDF and the Commission staff will draft a memorandum of understanding regarding the Partners in Service Grant and each body's role.

Mark Hews reported on his meeting with Evan Richert, Director of State Planning. Mark reported that Evan is pleased with the new Commission vision; supportive of work; very open to discussion of how Maine Commission for Community Service could support State Planning Office.

Mark also reported on the Chair's Meeting with the Children's Cabinet which he attended with Maryalice. The commission could be a key player in a new initiative under development by the cabinet. Now dubbed "Communities that Care", the project will establish a framework for communities to organize their responses to local needs among children and families. The Commission becomes a critical resource in two areas of the project -- citizen participation in developing responses and inviting proposals for AmeriCorps or Learn & Serve projects in those communities when they are ready to implement a response. Maryalice has been asked to join the Working Group which meets weekly. Mark took a sense of the group on whether to be involved. Support was expressed. Maryalice will keep the Commission posted.

II. Business Reports

Minutes from July and August 1996 Commission Meetings

Minutes of both meetings were previously mailed to Commissioners. **Gates: Moved to accept as distributed. Peterson: Second. Motion passed unanimously.** In the August minutes, Al Millette noted an error under his report on the visit to Camden Learn and Serve. The word "match" should be "math". **Chretien: Moved to accept minutes with correction. Scott: Second. Motion passed unanimously.**

III. Direct Services/Funded Programs

Guest Presentation

Mark Hews asked to amend the agenda at this point to hear from a representative of the organization which is sponsoring the new AmeriCorps program, Blaine House Service Corps. He introduced Guy Quattrucci from Coastal Enterprises, Inc. Mr. Quattrucci explained that Coastal Enterprises (CEI) has a mission which focuses on small business technical assistance and development; affordable special needs such as housing. The Blaine House Service Corps is a program which will operate in partnership with New Beginnings of Lewiston. Fourteen AmeriCorps Members will accomplish the service work.

Status of Maine AmeriCorps programs

Maryalice listed the status of AmeriCorps Programs in reference to new year. The Youthbuild AmeriCorps programs will operate through June 1997 but their operation funds from HUD have not been renewed. these programs may remain AmeriCorps if they choose, by continuing as education award only programs. American Farmworkers has been renewed and is looking for bilingual (Spanish/English) Member to start in January. USDA's team is pending. USDA has challenged the federal regulation that federal agencies may not operate AmeriCorps programs any longer. Resolution of the challenge is underway but no date for decision is known. Portland West's grant is pending, also. They are being visited today by federal representatives. Commission staff have spoken with the federal visitors and indications are the grant will be able to go forward but nothing will be certain until tomorrow. College Conservation Corps submitted a report on its progress towards meeting the Commission conditions for receiving the award. So far, the program has exceeded the required percent of cash (commitments for \$16,000). The plan for involving volunteers will be finished by the end of this month. Strategic planning is well underway. The sole requirement which is not addressed is an external evaluation. The program has tried to address this but the process of identifying an evaluator and arranging for the person to come in has been more complicated than expected. As things stand now, the assessment should be completed by early December. Mark Hews pointed out that the Commission motion to approve the grant required completion of the conditions. **Chretien: Moved to allow the subgranting of the AmeriCorps funds to Workforce Development Center even though the fourth condition had not been met. Flannery: Second. Motion passed unanimously.**

Status of Learn & Serve Programs

Recommendations of the Review Committee for awards to Project Bond applications were presented (see list/chart attached). Kathryn distributed copies of the abstracts on each project. Paul Chretien noted the Committee should be congratulated for all its work. Mark added his thanks. Susan Jennings noted she would refrain from both discussion and voting as she has a conflict of interest in this matter. A proposal was submitted by Cooperative Extension Service, her employer. **Scott: Moved to accept the recommendations of the grant review committee and award Project BOND grant funds to the organizations selected. Chretien: Second. In favor: 8 Opposed: 0 Abstain: 1.**

Year Two funding for Project Bond has been approved by Corporation at a level far under what is needed to carry on the effort. Request submitted was \$158,000. Approved amount is \$58,000. Maryalice asked for assistance of Commissioners in deciding what to do in the face of such inadequate funding. Bill Michaud volunteered. They will consult with KIDS Consortium and have a proposal for the Commission in October.

Ed Maroon reported on the School-base Learn & Serve's deadline. This year the applications are due in October. He has taken a different approach and expanded the request for proposals to include K through 12 not just High School (9-12). Proposals have to be connected to learning results. Verification of academic work can be done by faculty or work site supervisor if student is in a school to work program. Project year is school year and following summer. The programs would be approved prior to

awarding of grant to state by feds which means sites would be chosen pending ability to get federal funds.

Ed asked if Commissioners would serve as readers for these grants. Reading date 10/30/96 at Dept. of Education, 287-5854 if anyone is interested. Everett Flannery expressed interest in helping.

The Corporation Learn & Serve department has declined to orient the Commission on Learn & Serve programming.

Maine National Service Orientation Conference

Perry, Mark, Edie and Al will be attend the workshop for Commissioners who are program liaisons to AmeriCorps programs. The agenda will be mailed to everyone and all are welcome to attend the entire conference. Registrations are needed by the next Commission meeting.

IV. State Capacity Building/Infrastructure

Status of progress on federal funding

There has been no word on level of funding from federal agency.

Memorandum of Understanding

The Memorandum was developed after a meeting of Commission representatives with State Planning Office reps. Maryalice circulated the draft. Mark asked for comments and there were no requests for changes. **Chretien: Moved to accept the draft version of the memorandum of understanding with State Planning. Scott: Second. Motion passed unanimously.**

Peter Bender of the Corporation field office noted he would be interested in developing such a memorandum with the Commission, also. It has proven to be useful in other states.

Commission Peer Exchange

The Commission Peer Exchange with Michigan is November 12, 13, and 14 was discussed. The two people were going but one is not longer able to attend. Mark asked if anyone could accompany Kate Roberts to complete the team. There were no volunteers at this meeting. All expenses are paid.

Joint Report on Marketing/Program Oversight Task Forces

Everett reported for the Task Forces. It was recommended that all issues identified as critical needs in the research reviews be priorities on all future RFP's for funding by the Commission in the areas of public safety, environment, and human needs. The Task Force does not recommend narrowing the list or giving priority to the needs identified. A discussion followed on whether the reports had been accepted. Because it was not clear in the record, it was decided to accept public comment on the reports and then consider final adoption in November. After discussion, the procedure will be to establish a public comment period with written comments due before the October commission meeting. On October 16, after the Commission meeting, oral comments will be accepted. Commissioners will need to plan to stay late to hear these comments on 10/16.

This Task Force also discussed the best approach to handling the AmeriCorps State and AmeriCorps Education Awards grant cycles. The preference is to do a joint application process since both grant types require peer review by outsiders. The suggestion is to hold a pre-application technical assistance workshop in December, set the application deadline for January 17 (tentative), and submit both application types to the Corporation in time for the February 28, 1997 deadline.

Paul Chretien recommended the Task Force be empowered to set deadlines and carry out the RFP process. There was agreement by all present.

Nominating Committee Report

Nominating Committee will meet by conference call on September 26 to review the applications of people who have expressed a desire to serve. The Committee will present nominees to forward to the Governor at the October meeting.

Collaboration Coalition

Joanne Peterson reported on the Coalition meeting which was Monday. She summarized the events which were addressed in the meeting and the comparisons of work plans which occurred that day. The coalition is serving as a useful forum; however, the Commission needs to remember it cannot require others to collaborate but can, and needs to, continue to act in good faith. Since there is a nominee from the Maine Volunteer Connection under consideration for appointment to the Commission, it is important to have that link at this table.

In the comparison of work plans, MVC and MCCS agreed to reference each other on publications which are very similar (Calculating the Value of Volunteer Time). MVC and the Maine Assoc. of Non-Profits (MANP) will meet before November to explore overlap in their technical services plans. MVC and MCCS will deal with possible duplication on Youth Initiatives by having MVC reps attend the Youth Empowerment Task Force meetings.

Blaine House Conference on Volunteerism

Commissioners were reminded they may attend at Commission expense if they have an interest and no resource through their employer.

Federal Request for Unified State Plan

The Commission and its counterparts have been submitting independent comprehensive plans for their respective areas of service. The Commission is responsible for not only the targeting of national service resources but also developing a comprehensive plan for service in the state. The Dept. of Education has been submitting a plan for Learn and Serve school-based while the field office of CNS has been submitting plans for VISTA and Senior Corps. To deal with the disconnects, the Corporation is requiring states to develop a Unified State Plan for 1997 which will be due in June (?).

Ed Maroon expressed his concerns about doing a joint plan. Paul Chretien wondered if developing other Memoranda of Understanding would help the process. Peter Bender commented that the plan would prevent disconnects in focus and preclude "rogue" activities by individual parts of the service. It encourages more creativity -- sets the framework but doesn't include the objectives. Mark Hews asked that this issue be given more thoughtful consideration and put higher on the agenda so there could be more discussion. As a result, this item will be held for October.

Staff Report

Maryalice and Grace will be meeting with State Commission staff from all Northeast states on September 29 to October 1. Other staff activities have been referenced in prior reports at this meeting.

Agenda Items for Next Meeting -- Unified State Plan, MOU with SPO, MOU with CNS Maine Office, Children's Cabinet Update, Public Comment, Nominating Committee.



Maine Commission for Community Service
Regular Meeting
Wednesday, October 16, 1996
Agenda



Note Change in Location: State Office Building, Room 120
The State Office Building is behind the Capitol and Room 120 is on the ground floor. Park in visitors' spots, anywhere you find them.
Hint: Best idea is to park behind State Planning and walk over.

- 9:30 Convene, Agenda Revisions, Announcements**
- ▶ Announcements and meetings
 - Introductions of guests
 - Review of final Congressional budget and implications
 - Children's Cabinet Initiative Report
- 9:50 Business Reports**
- ▶ Minutes from September 1996 Commission Meeting
 - ▶ Admin application overview and discussion -- deadline 11/15/96; commission meeting is 11/20/96.
- 10:15 Direct Services/Funded Programs**
- ▶ Maine AmeriCorps programs:
 - Status of AmeriCorps Programs for 1996-97 year (Crofton)
 - October 25 Launch Day Plans (AmeriCorps members "sworn in") (Braley)
 - ▶ Status of Learn & Serve Programs --
 - Project BOND: Community-based Learn/Serve program
 - Learning Connections: up-date on grant awards (Maroon)
 - Status of request to feds for Learn/Serve CBO renewal (Michaud)
 - ▶ Maine National Service Orientation Conference -- Commission registrations (Braley)
- 10:45 Break**
- 11:00 State Capacity Building/Infrastructure**
- ▶ Federal Request for Unified State Plan -- form task force to outline process and timetable; discussion to guide task force
 - ▶ Memorandum of Understanding with State Planning (Hews)
 - ▶ Memorandum of Understanding with Maine Development Foundation (Crofton)
 - ▶ Developing an MOU with the National Corporation field office
 - ▶ Marketing Update -- New tools and presentations (Cheever)
 - ▶ Nominating Committee report; recommendations to Governor King (Chretien)
 - ▶ Report on Collaboration Coalition
 - ▶ Staff report
- 12:15 Agenda Items for Next Meeting --** _____ **???**
- 12:30 Adjourn for Lunch**
- Meetings to schedule before members leave:** _____

Reminder

Meeting to receive Public Comments on reports of critical needs.
Oct., 16, 1996 1:00 pm State Office Building, Room 120

Minutes of the Meeting
Maine Commission for Community Service
October 16, 1996

Present:

Paul Cretien
Al Millette
Kate Roberts

Mark Hews
JoAnne Peterson

Ed Maroon
Everett Flannery

Excused:

C Lebowitz
N Duzen

P Gates
S Jennings

E Scott

Absent:

W Michaud
G Lavertu

K Tremper
L LaPierre

W Lowenstein
P Bender

MCCS Staff:

Maryalice Crofton
Grace Braley

Guests:

Ken Spalding
Liz McCabe Park
Steve Niles
Mike Harrison
Anne Schink

**Minutes for October Meeting
Maine Commission for Community Service**

Meeting Date	Minutes Prepared By	Accepted	Revisions Made
October 16, 1996	Grace Braley		

The meeting convened on 10/16/96 at 9:45a.m. at the State Office Building, Augusta, in Room 120. A quorum was not established.

I. Announcements and Meetings

Announcements

Commissioners and guests introduced themselves, including Liz McCabe Park, Director of Maine Campus Compact; Steve Niles, AmeriCorps Leader; Ken Spalding, Director of AmeriCorps College Conservation Corps of Maine; Mike Harrison, VISTA, College Conservation Corps of Maine.

Maryalice Crofton reported on the final congressional budget, which allocates the same level of funding next year to the Corporation for National Service, except for an increase for Senior Corps.

Mark Hews reported that the Children's Cabinet is working toward plans for Governor King to present next month. He said six Commissioners of state agencies and a like number of their staff have been meeting since March. Work is being done on three initiatives: Prevention, Developmental, Removing Service Barriers and Pooling Funds. Maryalice said that a VISTA would be working with the cabinet on the second two, and that the Maine Commission for Community Service could propose a role as coordinator for the prevention initiative, tentatively called, "Communities for Children Partnership." She distributed a draft to explain the vision, proposed strategy and how a state-local partnership could function.

The proposed MCCS coordinator role was discussed, including the need to broaden media presentation of volunteers to a more inclusive image. Commissioners were concerned about the time required in relation to other MCCS initiatives, and Al Millette asked about capacity to take on this role. Maryalice explained that the objective is not the state reaching down, but rather to promote local initiative. Mark recommended and there was consensus to pursue the potential role of coordinator based on a clearer definition and a description of how the partnership would work.

II. Business Reports

Mark explained that the minutes of the September meeting could not be approved due to lack of a quorum present.

Mark said the administrative application is due in Washington on November 15. Maryalice distributed the budget as revised in the spring. She explained briefly that it is essential to be aware of what is expected of the commission and how the application is rated. As MCCS demonstrates increased capacity to do the work, more autonomy will be given by the Corporation for National Service. Responsibility includes tracking/auditing programs with commission policy, continuous improvement/monitoring impact, etc., support for national service programs and implementation of law/regulations, expanding role of the state commission/customizing its work to the state.

Funding last year was \$147,601; this year and next, there is \$125,000, requiring a larger match. Discussion focused on methods for the commission to develop match sources, including in-kind. It was suggested that this be coordinated with programs who are also soliciting support. The commission could describe its role as developing infrastructure and capacity, while programs focus on delivering service benefits in the community. JoAnne Peterson asked about the "what ifs" and whether to consider three different budget scenarios. Marketing of the programs was emphasized. Kate Roberts asked what strategy is being formed. Paul Cretien suggested forming a qualified panel to develop support.

The Commission's Program Development Assistance and Training funds (PDAT) increased to \$96,000 from \$70,000, with up to 20% allowable to include Senior Corps and Learn & Serve in AmeriCorps trainings. During a recent meeting in New Haven, CT, of state commissions from the Northeast and Mid-Atlantic state, effective uses of these funds were highlighted. Other states have focused on the "development" aspect of the funding and engaged evaluators, financial trainers, board developers, or other experts to nurture program abilities. They have chosen to not invest in individuals in programs except in the areas which qualify under the regulations -- travel to national training, statewide training events, etc. The policy and guidelines on use of funds has twice been reiterated and is very clear that these funds are not to be used by individual programs for skill training in areas specific to the program service work. Each local budget is supposed to cover the required trainings for members as well as training for program staff. The PDAT is for Commissions to carry out their responsibilities in development of programs.

III. Direct Services/Funded Programs

Maryalice pointed out that a new folder is being distributed, which describes the Commission and highlights programs. It was used at several events recently during recruitment of AmeriCorps Members. It takes a leap of faith and includes USDA, which is not operating and for which there is no foreseeable deadline. Nationally, USDA is challenging the congressional agreement that prohibits federal agencies from operating different federal programs.

Grace Braley reported that AmeriCorps Opening Day plans are very much in place, with ceremonies in the morning headed by President Owen Cargol of University of Maine Augusta, Peter Wiley from the governor's office, with Dr. Gerooge Wood III, Vice Chair of University of Maine System Board of Trustees. The afternoon will be community service projects in seven different Bangor locations. Mark emphasized the opportunity to distribute invitations that publicize this event. Paul Chretien said he expected to attend. Catherine Lebowitz, another Commissioner, will be there, too.

Maryalice said that Project BOND contracts have all been signed and delivered. The project directors will meet each other and kick off their year at the Orientation Conference in Bethel.

Ed Maroon reported that the Learning Connection deadline is October 28. He said he had attended a conference in San Diego, where people addressed the difficulty of defining school based Learn and Serve as separate from School-to-Work. He said many projects are school site based, seen as alternative education, standing alone. He is trying to promote projects that are open to all students.

Modifications to the MCCS community-based Learn and Serve grant renewal were distributed by Maryalice. She explained that the second year funds were \$100,000 less than expected. As planned at last month's meeting, Bill Michaud and Maryalice met to develop an alternate design for this grant. It was presented to MCCS's implementing partner and they encouraged proceeding. The proposal would use the \$58,000 available to extend current programs through the summer with related activities to maintain program continuity. There was a general consensus of approval. She will negotiate with CNS.

Grace stressed the importance of participation in the fall Orientation Conference at Bethel, November 3-5, particularly workshops helpful to commissioners in the morning and afternoon of November 4. The afternoon of 11/4 is the Program Liaison training by Gerry Kolker which the Commission requested. Mark, Ed and Paul expect to attend, and Kate may be able to attend. On Sunday, from 9 to 1, there will be a cooperative work project with the Rangely Lakes Heritage Trust and AmeriCorps*College Conservation Corps of Maine.

For the record, Joanne Peterson has agreed to become Commission Liaison for Portland West and the AmeriCorps programs there. She will take over from Kate Roberts who now lives in Hallowell. Those Commissioners who are not presently Liaisons are urged to think about becoming the link between a Learn/Serve site and the Commission.

IV. State Capacity Building/Infrastructure

Mark reported progress on the state unified plan, which requires standards for implementation and effectiveness. He asked for a task force to look at performance issues, process and a time line. Paul and Mark said they wanted to participate as commissioners. Also, Anne Schink (YouthBuild staff in Portland) and Liz

McCabe Park (Director of Campus Compact) said they would like to participate. Maryalice and Peter Bender will be in Washington October 28 and 29 to receive training for meeting unified plan requirements. The task force will meet the afternoon of the next commission meeting, November 20. It was agreed that it is important to identify how things fit together in the state and how to create greater visibility.

The Memorandum of Understanding with the State Planning Office has undergone some questioning, which Mark reviewed. It was decided that more work and more clarification are required, so there is understanding of roles, of the relationship of the commission to the state planning office. Joanne recommended that SPO senior staff be invited to a commission meeting which would include a half hour orientation. The draft committee, Mark, Paul and Larry LaPierre, will initiate another meeting with the SPO executives.

The Memorandum of Understanding with the Maine Development Foundation is to be completed by Maryalice. Their role is grantor and fiscal agent.

A Memorandum of Understanding with the National Corporation Field Office is also part of clarifying roles.

A report on marketing was based on a prototype folder being developed by Dave Cheever. Mark requested recommendations for this, both what to change and how to use it more generically. There was discussion about the layout and the presentation of programs in a way that demonstrates the connections and how programs are mutually supportive. It was suggested that a list of commissioners and where they are from be included in the folder material. Steve Niles, Grace and Maryalice were at the Blaine House conference on volunteers. The commission will also have a presence, Steve and Grace, at the Maine Business for Social Responsibility conference. At the conference on "Communities that Work" in November, MCCS will be one of the efforts featured in the SPO booth.

Paul presented the nominating committee report as a package showing membership requirements and a representation matrix of current members and six new nominees to be recommended. He said there are nine vacancies, one of which would hopefully be a representative of a racial/ethnic minority person and one of which would hopefully be a young person. Those present concurred that the six names now in hand could be sent to the Governor with recommendation for appointment.

Joanne reported on the Collaboration Coalition, that they have not met since the last commission meeting. They will meet November 12 to conduct unfinished business. Then the coalition will be open to organizations not yet directly involved.

Regarding a staff report, Maryalice felt that her concerns had been covered in the meeting. Grace said she was gaining better mastery at various levels, the computer, the people and the programs. She pointed out the importance of publicity in relation to developing support resources. She said she was hoping to work out some visual material, a map, graphs, other types, to present images. Paul suggested that testimonials would be a good part of public relations materials. Joanne said it would be helpful to see a chart of where the money comes from and where it goes. It was noted that the presence in communities needs to be shown.

V. Known Agenda Items for Next Meeting:

Fundraising, Sustainability, Project BOND progress with modifications; Learning Connections - announce sites; SPO-MOU; MDF-MOU; CNS-Field MOU....incorporate into Unified Plan?; report on Michigan: Paul & Kate; report on public input and recommendations from Program Oversight Task Force.

Noted Comments:

- 1) The Chair will review the structure of the agenda to highlight certain reports and free up time to focus on mission-related discussions. There is so much information to relay during meetings that time for these discussions is lacking.
- 2) December Meeting should include an orientation to MCCS & SPO for all Commissioners. By that time, new appointees will be on board and current commissioners will have a chance to re-orient themselves after a year of work.

VI. Meeting Adjourned

12:25 pm.



Maine Commission for Community Service
Regular Meeting
Wednesday, November 20, 1996
Agenda



**We want vibrant and productive communities
with involved and responsible citizens.**
 The mission of MCCS is to foster community service and volunteerism to meet
human and environmental needs in Maine.

9:30	Welcome, Announcements, Agenda Adjustments <input checked="" type="checkbox"/> Introductions <input checked="" type="checkbox"/> Announcements and Meetings <input checked="" type="checkbox"/> Additions/Deletions to Agenda	Hews
9:45	Business Reports 1.Minutes from October 16 Commission Meeting 2.Administrative Application Report 3.Budget Issues	Hews Crofton Crofton
10:00	Focus on Mission Responsibilities •Public Comment Report; Program Overview recommendations • Fund Development and Commission Sustainability •Marketing Update •Collaboration Coalition (met on November 12) •Report on Michigan Trip	Hews Group Cheever/Crofton Peterson Roberts/Chretien
10:45	Break	
11:00	Monitoring/Evaluation Responsibilities ➤Maine AmeriCorps Programs 1.Status of USDA Program ➤Learn and Serve Programs 1.Learning Connections Update 2.Project Bond Update ➤Maine National Service Orientation Conference Recap ➤Liaisons for Learn & Serve	Crofton Millette Maroon Crofton Braley Hews
11:30	Planning/Future Initiatives ➤Final Nominee Recommendations ➤Memorandum of Understandings 1.State Planning Office 2.Main Development Foundation 3.National Corporation Field Office ➤State Unified Plan (Update) 1.Planning for Orientation Session (December Meeting)	Hews Crofton Hews/Crofton Task Force Crofton
12:15	Wrap-up and Adjournment <input checked="" type="checkbox"/> Agenda Items for Next Meeting: <input checked="" type="checkbox"/> Meetings to Schedule before members leave:	

Maine Commission for Community Service
November 20, 1996
Meeting Minutes

Draft Date	Drafted by	Acceptance Date	Revisions Made?
December 17, 1996	MCrofton		

The regular monthly meeting of the Commission convened at 9:35 am in the Conference Room of the State Planning Office, 184 State Street, Augusta. A quorum was established.

Members Present:

Mark Hews	Paul Chretien	JoAnne Peterson
Norm Duzen	Perry Gates	Ed Maroon
Al Millette	Susan Jennings	Edie Scott
Peter Bender	Kate Roberts	Bill Michaud

Members Absent:

Jay Skriletz	Kathryn Tremper	Greg Lavertu
Larry LaPierre	Everett Flannery	Catherine Lebowitz

Guests:

Sue Card	Mike Harrison	Maryalice Crofton
Grace Braley	David Cheever	Liz McCabe Park

I. Announcements and Agenda Revisions

After Chairman Hews called the meeting to order, he announced the Unified Plan Task Force would meet that afternoon. He asked that other task force meetings be scheduled before people leave today. Revisions to the agenda were addition of a report about the National Senior Service Council and Portland West.

II. Business Reports

The minutes had been previously distributed. No revisions or corrections were noted. **Moved:** Minutes be accepted as distributed. Motion by Duzen. Second by Scott. Approve: unanimous.

Maryalice summarized the budget issues for the year which started November 1, 1996. The Corporation for National Service set 11/15 as the original deadline for submitting administrative fund grant proposals on the assumption most state commissions would have funds to carry forward. The funding levels announced were less than the prior year's allocations. All states were surprised which led to the Corporation explanation that they had been including reallocated funds (unexpended moneys spread back out according to population formulas) in prior announcements. This year, the amount of unexpended funds is not known so only base allocations were announced. For small states like Maine, this means the "true" allocation is finally known and it is \$125,000 -- down from last year's \$147,000. The level of funding is not related to the level of match which also increases this year, as called for in the legislation. There must be a 30% match this year and the level goes to 50% next year unless reauthorization changes the formula. The reaction to funding levels -- which were announced just four

weeks before administrative applications were due -- was so strong among states that the deadline for submission was pushed to December 15. That puts the Commission about 13 weeks through its year before a signed agreement can be expected. Since there are no unexpended funds this year, this will create a financial crunch.

III.

Report on Public Comment and Recommendations of Program Overview Task Force. The report was reviewed. Additional wording is recommended for the introduction to "The Human Touch" and guiding principles suggested as a framework for using the reports' findings. The task force recommends accepting the reports. **Moved:** Accept the two reports of critical needs as presented along with the recommendations and report of the task force. Motion by Chretien. Second by Scott. **Approved:** Unanimously.

Fund Development and Commission Sustainability. There was an open discussion of financial resource development for the Commission's work and how the efforts would be sustained in the future. Paul Chretien and Kate Roberts, just returned from a peer exchange to the Michigan Commission for Community Service, shared information on that state's approach.

Paul Chretien noted there were a number of lessons to be learned from Michigan. That Commission has considerable financial support from the state, foundations, and others. One track this commission should follow is to reactivate the legislative committee, draft a bill requesting financial support, and present it this session. Paul noted that Jane Saxl and Libby Mitchell had responded positively to his inquiries. Kate Roberts mentioned Mike Brennan's positive support.

Edie Scott noted that AmeriCorps should not be emphasized in promoting the Commission. Paul Chretien commented that the Commission needed a game plan to connect to private funders. Norm Duzen suggested that moving Commission meetings around would provide opportunities for building awareness and a broader network.

Kate Roberts responded to Edie Scott by noting that AmeriCorps is a very small part of what the Michigan Commission does. She shared examples of how service is promoted and non-AmeriCorps programs. Ed Maroon said he liked the idea of being more visible and the Unified State Plan might be used to raise awareness of other service areas like Learn & Serve.

Kate passed out a draft plan for Maine's commission to leverage dollars needed to match the grant obtained by the Maine Development Foundation. This is the first test of this commission's ability to develop resources. Those present were asked to review the plan, note key people who would be contacts in organizations, and add potential funding partners who were not listed. Kate reminded commissioners that several people made a commitment to form a Fundraising Task Force at the October meeting. Edie Scott requested a script and information package in order to understand the grant's purpose.

Mark summarized the purpose of the Sustainability Task Force: focus on systematically building the Commission's sustainability including developing a plan for achieving this and implementing the plan. The call for volunteers to serve on the task force was answered by Perry Gates, Norm Duzen, Kate Roberts, and Mark Hews.

Maryalice noted that reauthorization needs to be part of the long range considerations. The Corporation has asked for a work group of states to deal with the formula allotment issue after this most recent uproar. There is some sentiment that CNS should change the allocation from population to something else and ensure every state has sufficient resources to carry out its federal program responsibilities. The “local” initiatives would then be supported by whatever instate resources are developed. Right now there is a disincentive to increase federal programming because the resources to manage the programs are not tied to the size of the state’s portfolio.

Mark reminded the Commissioners of Paul’s suggestion to reactivate the legislative committee. There was support for the suggestion and Norm Duzen, Kate Roberts, Mark Hews, and Paul Chretien volunteered. The task force will meet the first week of December; date to be set at the close of this meeting.

Paul responded to Kate’s discussion of the grant match activity that he would be interested in assisting.

Marketing. David Cheever updated the Commissioners on marketing activities. He passed around a sample of the new folder used for packaging Commission information and materials. The concept is the same as Michigan’s but, as he demonstrated by placing the folders side-by-side, Maine’s identity is presented in a much stronger fashion. The marketing slogan is incorporated into the folder to tie it to other products. By next month, the posters will be ready for use. Work has begun on a video to give an overview of national service in Maine.

Other efforts are focused on putting the Commission message together which requires, first, putting a program-level message together. David noted his experience in conducting a workshop at the training conference was they participants (AmeriCorps staff and members) could describe the service they provided very well but were not able to articulate why they were serving or where they fit in the Maine or national service network. The situation confirms the Commission assessment that assistance needs to be targeted to programs this year to develop such abilities among all members, not just the senior program staff.

A third aspect of marketing is telling the story in other arenas. The Commission has been present at the Maine Business for Social Responsibility conference, Maine Volunteer Connection training conference, the Dept. of Economic and Community Development Conference “Communities that Work”. The AmeriCorps leader is researching the dates of other identified gatherings.

Mark commented that he has had a very positive response when his explanation of the Commission is limited to its vision and mission along with the four strategies for carrying out the mission. Any longer explanations confuse and distract the listeners. He suggested other Commissioners try the approach and see if they get a similar positive reception.

Collaboration. JoAnne Peterson reported on the most recent meeting of the informal coalition. She explained that the group was hard put to continue forward with the agenda because the Maine Volunteer Connection was not present. What the group did do was abandon the agenda and focus on what was going on in other arenas. There has been some discussion of broadening membership as of January but that will be postponed. The group did learn about a new statewide umbrella organization of coalitions, the Dirigo Coalition. There may be some merit to joining forces with that group which meets this week. The collaboration group will meet again on January 16. It was noted that the Maine Association of Non-profits has its annual meeting in December 11 as does the Maine Development Foundation.

Michigan Exchange Report. Paul and Kate were asked to report on their 2.5-day visit with the Michigan Commission. They were very energized by the experience and what they learned. For the record, they noted the Michigan people were very, very gracious hosts and Maine should return the favor at some point. The amount of information they absorbed is still being digested so they just presented highlights of what was different. Michigan has a \$5million budget in program funds that includes a state program which is not AmeriCorps. They have an 11-person staff but their commission is not very active -- it meets quarterly and is more of a trustee-type body, not hands on like Maine. (Michigan was impressed at the level of Maine Commissioner involvement.) In the AmeriCorps programs, a lot of the concerns Maine has are the same in Michigan. One major difference is that Michigan is much more stringent in requirements for programs. No PDAT funds are given to programs. Analysis of quarterly reports is computerized in a system known as "Management by Information" which they are willing to share with Maine. Programs which do not meet their targets are defunded. The Michigan Commission has tremendous credibility, in part because the Governor and First Lady backed it from the start of their arrival in office. The Michigan Commission is seen as "their program". Among the staff positions are one full-time public relations person and one full-time fiscal person. They do joint requests for proposals with Learn & Serve (school and community done jointly) as well as AmeriCorps (VISTA and crew). Very high expectations for program performance. The Michigan Commission prides itself on being a "catalyst, broker, and convener." Michigan would like to visit Maine to learn about the strength they saw in Maine -- Michigan's work is staff driven; Maine's work is Commissioner driven.

Mark asked Paul and Kate to continue sharing what they learned as issues arise. Kate suggested they sort the material they brought back and get it into the hands of the Maine task force that has work related to the information. It was agreed that approach is best. The Corporation for National Service made this exchange possible and is making Janice Glenn from Aguirre available to continue technical assistance to the commission. Thanks are due to CNS. Mark also thanked Paul and Kate for representing Maine in this exchange.

Maine AmeriCorps Programs. Al Millette reported there was no further information about USDA.

JoAnne Peterson reported she had followed-up on Commission concerns at Portland West. She'd been reassured fiscal issues were in order -- the audit is complete; the management letter issued; agency is conforming to auditor recommendations. The agency has requested Board training. One key problem is how Portland West sees or understands involving community. Grace Braley, JoAnne, and Peter O'Donnell are meeting to resolve this issue. The agency board seems to be increasing its ability to fulfill its responsibilities.

Learn and Serve America. Ed Maroon reported on the school-based grant process. Six awards were made -- Sebago Lake, Goodwill Hinkley, Fort Fairfield, Orono, Noble High, and Greely High School. Ed also commented on the community service -learning conference he attended. He said it was very good - high praise because he isn't usually impressed by conferences. He suggested we consider organizing Maine's participation in a better way next year to get the most info out of it.

Sue Card reported on the community-based grant. The project directors were at the fall Orientation Conference and started their own networking. Norm Duzen and Susan Jennings sat in on the workshop -- Norm commented that it was easy to spot the sites where the vision of the grant writer was different from that of the implementing staff. Sue Card noted that four of the sites have planning grants and each is at a different stage -- one is nearly ready for action. Concern was expressed about the impressions of

support available for Year 2. Full information was not available at the conference regarding the Commission's plans.

Appointment of Program Liaisons for Learn and Serve programs was postponed until December.

Maine National Service Conference. The evaluation results of the conference were distributed. The Commission workshop on Program Liaison role was a good start. The consultant is willing to continue the process and is available under a contract with Aguirre at no additional cost to the Commission. Maryalice was instructed to arrange for Gerry Kolker, the consultant, to return in January to continue the Liaison development process.

National Senior Service Council. This is the group made up of staff and sponsors of the Senior Corps programs. It was formed under Action. Ken Murray is the new chair. Grace joined Peter Bender at their last meeting to update that group on the Commission. One outcome was a request for closer ties. They do receive some general funds through legislation. They are concerned about maintaining their current level of state funds in light of budget cuts.

Memorandum of Understanding with Maine Development Foundation. The memo had been previously distributed. **Motion:** Accept the memorandum of understanding as presented. Motion by Peterson; second by Millette. **Approved:** Unanimously.

Memorandum of Understanding with State Planning Office. Mark Hews and Maryalice met with the senior managers of State Planning Office including Director Evan Richert. After an hour of discussion, there was a much better understanding of this Commission. Evan recommended adding a clause that establishes/affirms independence of MCCS as a result of the discussion about our enabling statute. He asked David Keeley to draft the revision and have it ready for December.

Memorandum of Understanding with CNS state office. Mark and Peter agree this may be part of the state planning process and will discuss it further at the task force meeting this afternoon.

Nominees to Commission. Maryalice passed around information on the last two nominees for slots on the Commission. If these are approved by the Governor, the Commission will have 25 sitting Members. The recommended people represent youth and the Maine Chamber and Business Alliance. **Motion:** Forward the nominees with the recommendation of the Commission for appointment. Motion by Chretien; second by Gates. **Approved:** Unanimously.

State Unified Plan. The task force to design the process meets this afternoon. The Corporation for National Service has provided \$6,000 to support activities related to developing the plan.

Commission Orientation. Mark asked what information Commissioners want covered in the Orientation. Discussion generated this list: lexicon of jargon and initials; the Governor's view of what MCCS can contribute; funding flow chart; obligations that come with accepting funds; reputations of subgrantees; who are peers on Commission; "phone buddy" system for brand new people.

Agenda Items for December: These items were flagged for inclusion on the December agenda -- sustainability report; appoint Liaisons for Learn & Serve; report on Unified State Plan; orientation of new commissioners.

Meeting dates set today: 12/5 for Legislative Task Force; 12/6 for Sustainability Task Force.

Adjournment: The meeting adjourned at 12:40 pm.



Maine Commission for Community Service
Regular Meeting - State Planning Office
Wednesday, December 18, 1996
Agenda



**We want vibrant and productive communities
with involved and responsible citizens.**

The mission of MCCS is to foster community service and volunteerism to meet human and environmental needs in Maine.

9:30	Welcome, Announcements, Agenda Adjustments <input checked="" type="checkbox"/> Introductions <input checked="" type="checkbox"/> Announcements and Meetings 1. Gov. King's announcement of Communities that Care" - 1/16 2. New date for Presidents' Summit <input checked="" type="checkbox"/> Additions/Deletions to Agenda	Hews
9:45	Business Reports 1. Minutes from November Commission Meeting 2. Administrative Application Report 3. Meeting with Governor for January	Hews Crofton Chretien
10:00	Focus on Mission Responsibilities • Fund Development and Commission Sustainability 1. Service as Strategy grant -- what we are learning 2. Long term -- resources for carrying out mission	Braley Group
10:45	Break	
11:00	Monitoring/Evaluation Responsibilities ➤ Program Liaisons 1. Reports from Liaisons with AmeriCorps Programs -- who covers American Farmworker program?? 2. Appoint Liaisons for Learn and Serve ➤ Commission Responsibilities for Monitoring and Evaluation -- quality assurance, impact, accountability	Michaud/Chretien, Hews, Peterson, Duzen Hews
11:30	Planning/Future Initiatives ➤ Memorandum of Understandings 1. State Planning Office ➤ State Unified Position - plan ➤ AmeriCorps grant round 1. Notice of information session 2. Call for reviewers -- please help locate!	Hews Task Force
12:15	Wrap-up and Adjournment <input checked="" type="checkbox"/> Agenda Items for Next Meeting: <input checked="" type="checkbox"/> Meetings to Schedule before members leave:	